

## **Executive Women of LKN – Board Member Responsibilities**

**President.** It shall be the duties of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Specific duties include, but are not limited to:

- Call for, set agenda, and preside over all board meetings
- Preside over all general membership meetings
- Serve as spokesperson for the organization
- Serve as communication center for group communications of the board (any communication to all of board will go through president's email; responses will come back to president only, and then be sent to all board members in group email by president)
- Set calendar of meetings for group and for board members
- Call for votes and make sure board arrives at decisions in an orderly, timely and democratic manner
- Establish committees and serve as an ex officio **member of all committees**
- Welcome note to new members, thank you notes to guests; we miss you notes to absentee members
- Write blog on website and president's address in quarterly newsletter
- Pick up Chamber Conference Room key and any equipment needed for meeting the day before each member meeting

**Past-President.** It shall be the duties of the past president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of past president. Specific duties include, but are not limited to:

- Serve as main greeter to members and guests at breakfast meetings
  - Preside over sign-in table and/or appoint member ambassadors to do so.
  - E-mail Secretary updated list of potential members based on guests at meeting to add to g-mail database
- Coordinate breakfast sponsorships of meetings and communicates with sponsors about what sponsorship entails and confirm sponsorships prior to meetings
  - Inform Secretary and Program Director of upcoming breakfast sponsors in a timely manner. Provide them with sponsor logo, website and contact information.
  - Send thank you note to breakfast sponsor within the week following their sponsorship
- Coordinate & Chair the Community Service Outreach Program(s)

**Vice-President.** It shall be the duty of the vice-president to preside at meetings of the club and the boards in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president. Duties include, but are not limited to:

- Assume president's duties when the president is absent.
- Serve as president elect.
- Organize & Chair Public Relations/Marketing/Publicity for the group
  - Press Releases
  - Advertising
  - Website
- Plans and coordinates bi-annual socials for membership & guests with the assistance of the Secretary and Director of Programs & Education
- Take photos of meetings and socials; post on website
- Prepare and email quarterly newsletter to all members
- Keep Website Updated With the Following:
  - Member Profiles by Name and Industry
  - Any notes & photos from meetings/events
  - Women on the Move
  - Calendar of Events
  - Speaker and Breakfast Sponsors
  - Newsletter, etc.

**Secretary.** It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report changes in membership; provide the quarterly attendance report, and perform other duties as usually pertain to the office of secretary. Duties include, but are not limited to:

- Maintain g-mail database of all active members & guests – updated monthly
- Keep minutes of the BOD meetings and send to BOD via e-mail prior to the next monthly board meeting for review and approval. Once approved, post minutes to g-mail documents with the same week of each meeting.
- Check g-mail account bi-weekly for incoming e-mails and either respond, delete, archive or forward to the appropriate board member for response
- Send member meeting calendar to the LKN Chamber and confirm prior to each meeting that we will (or won't) be meeting at their location
- Keep notes, when necessary, at member meetings and save to G-Mail documents within the same week of each meeting.
- Send out breakfast meeting reminders to members and guests at least one week prior to each meeting. Reminder should include a brief overview of the speaker and/or Executive Exchange topics and breakfast sponsor with their logo and contact information.
- Coordinate with the Vice-President and Director of Programs bi-annual socials for members and guests

**Treasurer.** It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property. Specific duties include, but are not limited to:

- Maintain appropriate and accurate financial records.
- Bill members for dues.
- Collect dues.
- Submit dues information related to delinquent members to membership chairs.
- Submit dues information regarding paid members to membership chairs at each board meeting and no later than Feb. 28<sup>th</sup> of the Club's fiscal year for renewing members.
- Deposit money, drafts, and checks in the name of and to the credit of the organization in the bank
- Disburse funds and issue checks and drafts in the name of the corporation as ordered by the Board of Directors.
- Provide the President and the Board of Directors with an account of transaction by the treasurer and of the financial condition of the organization at each monthly Board Meeting.
- Prepare annual budget based on Board Member submission and approval in the month of January, proceeding the Club's fiscal year.
- File Form 990-N required by the IRS annually, and no later than March 31<sup>st</sup> of the Club's fiscal year. Keep instructions of how to file on G-Mail.
- Keep all financial documents on and updated on G-Mail File. Including, but not limited to: Articles of Incorporation, IRS filing documents and instructions, approved club budget, monthly expense reports and bank statements, File 1024, liability insurance, etc.
- Issue credit card to President annually and receive card from outgoing President to cancel, no later than January 31<sup>st</sup> of each fiscal year.
- Maintain, review and renew liability insurance for the Board of Directors annually.

**Director of Programs & Education.** The duties of the director of programs, social & education shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or board. Specific duties include, but are not limited to:

- Organize and chair Programming Committee
- Determine speakers for meetings
- Present upcoming speaker opportunities to the Board monthly for feedback/approval
- Confirm speaker or program agenda at least two weeks prior to meeting
- Send speaker/program information to VP & Secretary to put on website and e-mail to group as a reminder.
- Send thank you notes to speakers within the week following their presentation

**Directors of Membership (2)** The duties of the directors of membership shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or board. Specific duties include, but are not limited to:

- Organize and Serve as co-chairs of Membership Committee
- Serve as Membership Recruitment Agents at meetings. **WORK THE ROOM**, incorporate member ambassadors & talk to guests and make them feel comfortable.
- Review the credentials of all prospective members to determine eligibility based upon qualifications and the needs of the organization. Present **qualified** member applications, along with a committed member sponsor to the board via e-mail for Board approval.
- Maintain a spreadsheet of applicants and where they are in the application process (application turned in, reviewed by membership committee, presented to board, vote & outcome, sent acceptance/rejection letter, officially welcomed at meeting)
- Order nametags and bags
- Prepare attendance sign-in sheets and save/upload to g-mail after each meeting and/or event
- Track attendance through member sign-in sheet and report at monthly board meetings those members that have missed consecutive meetings
- Send out welcome letters/packages (that include info on the group, calendar of meetings and special events, member profile questionnaire for website, etc.) and/or rejection letters to applicants
- Develop a means of welcoming and introducing new members into the group. This can include a new member welcome at a regular member meeting, Orientation Luncheons and Member Sponsor involvement.
- Inform Treasurer of new members for billing on the 1<sup>st</sup> of each month
- Review the composition of the current membership twice a year (July & January) to determine specific occupational groups that are not well represented. Organize among board of directors and/or member committee an initiative to actively seek out and recruit potential members from these identified groups as well as other community leaders