

Forum of Executive Women (FEW) Board Member Job Descriptions

Updated 12-09

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Forum of Executive Women (FEW) Board Member Job Description

President

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The President is a one year term that is the third of a four year commitment to the Board. The sequence is Assistant Vice President (AVP) for Programming, Vice President (VP) for Programming, **President**, and Immediate Past President.

The FEW President is responsible to:

- Schedule dates and locations, prepare and distribute Board meeting agendas and preside at monthly Board meetings
- Sign signature cards for bank accounts (January)
- Preside at monthly FEW Members' meetings
- Organize and facilitate FEW half day retreat in July
- Write "President's Message" for web page and monthly electronic newsletter; submit to VP for Communications by the 25th of each month
- Update Chamber of Commerce contact information and serve as spokesperson as available
- Follow through and carry resolutions of the Board into effect
- Facilitate nomination process for new Board positions: determine open Board positions, coordinate Nominating Committee, identify candidates, obtain motion to approve nominees at October Board meeting and appoint nominees at November annual business meeting
- Coordinate and facilitate December transition meeting of current and new Board members

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Programming

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Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Vice President (VP) for Programming is a one year term that is the second of a four year commitment to the Board. The sequence is Assistant Vice President (AVP) for Programming, **VP for Programming**, President, and Immediate Past President.

The FEW VP for Programming is responsible to:

- Organize and serve as chair of Programming Committee, planning programs for the year to assure philosophy and balance in professional, civic, and personal categories; partner with VP for Meeting Coordination on specific arrangements
- Prepare and distribute agenda for Program Committee meetings
- Establish Monthly Program Coordinators from within the Programming Committee; distribute Program Coordinator's checklist and oversee completion of responsibilities
- Oversee contact with speakers; review checklist two weeks prior to the members' meeting; communicate any changes to those on the distribution list
- Arrive at members' meeting by 11:00 to ensure that facility is set up properly; assist the Program Coordinator
- Collect and tally the program evaluation; distribute along with an updated program schedule to Program Committee and Board Members
- Work with the AVP of Programming in long range planning for future speakers
- Responsible for transition of information to incoming VP

Forum of Executive Women (FEW) Board Member Job Description

Assistant Vice President for Programming

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The Assistant Vice President (AVP) for Programming is a one year term that is the first of a four year commitment to the Board. The sequence is **AVP for Programming**, Vice President (VP) for Programming, President, and Immediate Past President.

The FEW AVP for Programming is responsible to:

- Assist the VP for Programming in planning programming for the year to assure program philosophy and balance in professional, civic, and personal categories
- Assist the VP for Programming to organize, prepare and distribute agenda for Program Committee meetings
- Assist the VP for Programming to establish monthly Program Coordinators from within the Programming Committee; distribute Program Coordinator's checklist and oversee completion
- Assist the VP for Programming to distribute completed checklists to everyone on the Programming Committee and distribution list
- Assist the VP for Programming to oversee contact with speakers; review checklist with speaker two weeks prior to the members' meeting; communicate any changes to those on the distribution list
- Assist the VP for Programming in creating contacts and planning for future programs

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Communications/Publicity

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Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Vice President (VP) for Communications/Publicity is a one year term that is the second of a two year commitment to the Board. The sequence is Assistant Vice President (AVP) for Communications/Publicity, **VP for Communications/Publicity.**

The FEW VP for Communications/Publicity is responsible to:

- Develop and maintain the FEW website; working with AVP for Communications as gatekeepers and chief editors of information that is posted to the website
- Design, write/edit, and publish monthly newsletter; including emailing newsletter monthly to all FEW members and posting each issue in an archive on the website
- Assist VP for Communications in development and distribution of press releases, monthly meeting notices and e blasts along with other public relations efforts on behalf of the organization
- Develop and distribute press releases and other public relations efforts on behalf of FEW
- Develop and distribute any other membership, business, or community communication as needed
- Review and approve any information that is to be distributed to the membership at large; includes web content, printed material, email or other communication
- Responsible for transition of information to incoming VP

Forum of Executive Women (FEW) Board Member Job Description

Assistant Vice President for Communications/Publicity

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Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Assistant Vice President (AVP) for Communications/Publicity is a one year term that is the first of a two year commitment to the Board. The sequence is **AVP for Communications/Publicity**, Vice President (VP) for Communications/Publicity.

The FEW AVP for Communications/Publicity is responsible to:

- Assist the VP for Communications as primary resource for communication amongst members, the area businesses and the community at large, acting as a key resource for external marketing and promotion of FEW
- Assist the VP for Communications in promoting the growth of the organization and execute the mission of FEW in a professional manner using written, electronic and other means of communication
- Assist the VP for Communications with development and maintenance of FEW website as needed; also assist as gatekeeper and editor of website
- Assist VP for Communications in design, writing/editing and publishing the monthly newsletter, including emailing newsletter monthly to all FEW members and posting each issue in an archive on the website
- Assist VP for Communications in final review and approval of any information that is to be distributed to the membership at large, including web content, printed material, or email
- Assist VP for Communications in development and distribution of press releases, monthly meeting notices and e blasts along with other public relations efforts on behalf of the organization

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Membership

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Vice President (VP) for Membership is a one year term that is the second of a two year commitment to the Board. The sequence is Assistant Vice President (AVP) for Membership, **VP for Membership**.

The primary duty of the Vice President for Membership is to provide information to potential new members, recruit potential new members, review enrollment forms to determine eligibility and communicate with the Board regarding optimal membership.

The FEW VP for Membership is responsible to:

- Communicate with the Board in reviewing current membership composition
- Assist the organization in developing strategies for recruiting potential new members
- Contact meeting guests to provide additional information about FEW; direct them to FEW website for enrollment form or mail one to them
- Receive and review enrollment forms; communicate to new members their acceptance (refer to "New FEW Member Checklist" and sample letter) or denial
- Ensure new members have been properly added to the website directory to receive Eblasts and have been directed to upload current photos; work with VP and AVP of Communications to resolve any issues as needed
- Prepare meeting notes for introduction of new members at upcoming meetings; call new members prior to first meeting informing them that they will be introducing themselves at the meeting and confirming that they will be in attendance
- Welcome new members at meeting and provide printed name tag; obtain and present welcome gift
- Responsible for transition of information to incoming VP

Forum of Executive Women (FEW) Board Member Job Description

Assistant Vice President for Membership

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Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Assistant Vice President (AVP) for Membership is a one year term that is the first of a two term commitment to the Board. The sequence is **AVP for Membership**, Vice President (VP) for Membership.

The AVP for Membership is responsible to:

- Assist the VP of Membership in reviewing current membership composition and recruiting efforts
- Assist in contacting meeting guests via phone, email or regular mail to provide information about FEW; direct them to FEW website for enrollment form or mail one to them
- Assist in review of enrollment forms and communication with applicants
- Assist in collection of new member data for the website directory
- Assist in introduction of new members at meetings

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Bylaws

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

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The Vice President (VP) for Bylaws is a two year term.

The FEW VP for Bylaws is responsible to:

- Review, update and distribute current By-Laws to Board
- Distribute proposed By-law changes to membership in October
- Conduct the voting at the November meeting
- Advise on legal issues and oversight of this organization

Forum of Executive Women (FEW) Board Member Job Description

Historian/Board Secretary

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

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The Historian/Board Secretary is a two year term.

The FEW Historian/Board Secretary is responsible to:

- Record minutes at the monthly Board meetings; revise and distribute minutes to the Board within two weeks after Board meeting. In the event of an absence, arrange for another Board member to take minutes.
- Compile Board member contact information and distribute to members and update as needed
- Distribute minutes through posting to the website through the VP or AVP for Communications
- Record minutes at the annual business meeting in November
- Compile all Board meeting and annual business meeting minutes and submit to President for archiving

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Meeting Coordination

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Vice President (VP) for Meeting Coordination is a one year term that is the second of a two year commitment to the Board. The sequence is Assistant Vice President (AVP) for Meeting Coordination, **VP for Meeting Coordination**.

The FEW VP for Meeting Coordination is responsible to:

- Reserve sites and finalize contracts with host caterer for upcoming year and submit to Board for approval
- Communicate with catering manager prior to meeting for reservation and meal count – consider speaker, time of year, weather, and location; report attendee count at monthly Board meeting
- Obtain a copy of the Program Presenter Information from the Program Committee and arrange for technology needs of the speaker
- Assist AVP for Meeting Coordination on day of meeting; arrive by 10:55 to set up which includes:
At the main table: guest check-in sheet, nametags and Sharpies, receipt book, FEW brochures and business cards; member nametags on separate table. On each luncheon table set out cubes, evaluations, and pens. Confirm speaker's requested equipment is working.
- Introduce guests, their business affiliation and their hosts prior to the speaker
- Review program evaluation summary for feedback (meeting location, room set-up, etc.)
- Responsible for transition of information to incoming VP

Forum of Executive Women (FEW) Board Member Job Description

Assistant Vice President for Meeting Coordination

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Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Assistant Vice President (AVP) for Meeting Coordination is a one year term that is the first of a two year commitment to the Board. The sequence is **AVP for Meeting Coordination**, Vice President (VP) for Meeting Coordination.

The FEW AVP for Meeting Coordination is responsible to:

- Assist VP for Meeting Coordination with meeting arrangements
- Manage guest registrations prior to monthly meetings and report to VP for Meeting Coordination by Friday prior to the meeting
- Maintain Meeting Coordinator tote including evaluation sheets (printed and cut at Kinko's – charge to FEW), guest nametags, receipt notebooks, pens and Sharpies; table cubes
- Collect and give completed evaluations to VP for Programming after meeting
- Review program evaluation summary for feedback
- Confirm with Treasurer to verify facility billing; FEW is billed for the guaranteed amount or the actual amount, whichever is greater. Give money or checks from guests to Treasurer

Forum of Executive Women (FEW) Board Member Job Description

Treasurer

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

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The Treasurer is a two year term.

The FEW Treasurer is responsible to:

- Overall budget management including processing mail from PO Box for bills, enrollment forms, dues payments, registrations, and other items; deposit of receipts and payment of bills
- Maintain an updated membership spreadsheet with renewals and new members; provide to VP and AVP for Membership and VP and AVP for Meeting Coordination
- Update Treasurer's Report monthly and report at Board meetings
- Reconcile amount on Treasurer's Report with total from bank accounts
- Prepare budget for approval at October Board meeting and November membership meeting
- File taxes: 990EZ by May 15; complete annual registration as non-profit corporation on the MN Secretary of State website; 1099-MISC for amounts paid to independent contractors over \$600 - send to person by Jan. 31 and file with IRS by Feb. 28
- Transfer money to checking account from PayPal www.paypal.com
- Record registrations and payments for special meetings or coordinate with VP and AVP of Meeting Coordination
- Coordinate guest payments with VP and AVP of Meeting Coordination and verify deposits
- Coordinate invoicing members for dues payment through newsletter notifications; E-blasts for dues renewal; mail invoices to members who have not paid by a certain date
- Change/update signature cards with bank when board succession occurs (President and Treasurer)
- Change/update e-mail address and phone number on record with PayPal when Treasurer succession occurs

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Special Projects and Community Liaison

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Vice President (VP) for Special Projects and Community Liaison is a one year term.

The VP for Special Projects and Community Liaison is responsible to:

- Assist with or assume responsibilities for special projects and other duties as assigned by President or Board of Directors
- Serve as community liaison and public relations officer as directed by the Board
- Oversee social networking sites
- Work with special groups

Forum of Executive Women (FEW) Board Member Job Description

Vice President for Academic Membership

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

Each FEW board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW board meetings (held the 4th Monday of each month and half day retreat in July). All are voting positions, and each member is expected to contribute to the discussion when appropriate.

The Vice President (VP) for Academic Membership is a one year term that is the second of a two year commitment to the board. The sequence is Assistant Vice President (AVP) for Academic Membership, **VP Academic Membership**.

The FEW VP for Academic Membership is responsible to:

- Coordinating the academic membership for traditional and non-traditional students
- Update or modify the Application & Information sheet and distribute letters to area colleges
- Collect applications and review according to criteria; prepare award letter
- Update the Board on status and provide information for newsletter & website
- Contact academic members prior to their first meeting, providing orientation and host recipient's table
- Gather academic members photos and information for newsletter and web site
- Debrief after the meetings to address any questions
- Maintain archive of information, applicants, meeting information
- Responsible for transition of information to incoming VP

Forum of Executive Women (FEW) Board Member Job Description

Assistant Vice President (AVP) for Academic Membership

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Each FEW board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW board meetings (held the 4th Monday of each month and half day retreat in July). All are voting positions, and each member is expected to contribute to the discussion when appropriate.

The Assistant Vice President (AVP) for Academic Membership is a one year term that is the second of a two year commitment to the board. The sequence is **Assistant Vice President (AVP) for Academic Membership**, VP Academic Membership.

The FEW AVP for Academic Membership is responsible to:

- Assisting the VP for Academic Membership in coordinating the academic membership for traditional and non-traditional students
- Assist with communication to area colleges
- Assist with applicant review according to criteria and communication regarding photos, background information, attendance at meetings, and follow-up.
- Assist with communication to the Board and for the newsletter and website
- Assist with archives

Forum of Executive Women (FEW) Board Member Job Description

Immediate Past President

The Forum of Executive Women (FEW) is a non-profit organization of managers and professionals who value the connection between and among women and affirm their gender. The Forum of Executive Women encourages women as leaders and serves as a resource for its members and the community.

Each FEW Board member is expected to attend all monthly FEW members' meetings (held the 2nd Wednesday of each month) and all monthly FEW Board meetings, including the half day retreat in July. All are voting positions, and each member is expected to contribute to discussion when appropriate.

The Immediate Past President is a one year term that is the fourth of a four year commitment to the Board. The sequence is Assistant Vice President (AVP) for Programming, Vice President (VP) for Programming, President, and **Immediate Past President**.

The FEW Immediate Past President is responsible to:

- Attend FEW Meetings and FEW Board Meetings
- Provide input as needed to the President and Vice President (VP) for Programming
- Substitute as needed for a Board member
- Provide new member follow-up contact
- Update FEW Archives regarding your term as President, which includes Monthly Board Meeting Minutes, Newsletters, By-Laws and a CD of documents utilized by Board members.