



POSITION DESCRIPTIONS

NAWBO-SV Elected Officers

Executive Committee Job Description

The role of the Executive Committee is to provide guidance for the nonprofit organization between meetings of the governing Board of Directors. It is the responsibility of the Executive Committee to correct organizational deficiencies and prepare the Chapter's leadership for the future. The Executive Committee consists of the President, President-Elect, Secretary, Treasurer, and Immediate Past-President.

The Executive Committee shall:

- Implement corrective action based on attorney's recommendations and auditor's reports
- Comply with regulatory agencies
- Comply with National Association's recommendations/regulations for local chapters
- Follow Robert's Rules of Order, consistently.
- Monitor development and updates of "Policies and Procedures" manual.
- Develop and implement a Board Succession Plan.
- Communicate Board of Directors' decisions and activities to members.
- Implement and maintain an organizational infrastructure that continues from Board to Board, seamlessly.

Only in emergencies should the Executive Committee make policy decisions. The executive Committee then reports its action to the Board of Directors at its next meeting, at which time the Board of Directors ratifies, amends, or negates those actions taken. Decisions reserved for the Board of Directors should be included in the Bylaws.



President

This position is not included on the call for nominations because we do not nominate Presidents. This job description is for board reference and will be provided to president-elect candidates prior to their interview.

The president is the chief elected officer and presides as the Chairman of the Board of this organization.

Duties of President

- Serves as principal officer of the NAWBO Silicon Valley Chapter
- Sets the highest Standard and example among the board for commitment to NAWBO through high visible participation on all levels
- Serves as chairperson of the Board of Directors and the Executive Committee, which may have optional meetings in addition to the general Board of Directors meetings.
- Preside at and attend all Board of Directors' meetings and be responsible for encouraging participation and in facilitating the meeting in such a manner that all are heard, that the agenda is adhered to; presides at and attends all other meetings of the chapter, Executive committee, and annual business meeting.
- Oversee the reports and agendas prepared by the Secretary and the Association Management Administrator for general meetings and for the Executive Board Meetings.
- Ensures that the organization abides by its bylaws and established policies and those of NAWBO National.
- Acts as an effective advocate for NAWBO within the chapter and the community; represent the organization to other organizations, the media, and the public at large and seeks opportunities to increase the outreach and exposure of the chapter through public speaking, appearing at the other organizations' events etc.
- Leads the chapter in communicating and implementing the annual (objectives and plans developed at the Annual Retreat or meeting)
- Inspires the board and general membership to increase their participation and commitment to NAWBO
- Serves as ex-officio member of all officers and committees and to ensure that committees/chairs achieve their objectives.
- Review and summarize information that is to be distributed to the Chapter.
- Inform the membership of acts or decisions, which affect them made by the Board of Directors.
- Appoint special committees as necessary.
- Appoint vacant Board positions as necessary and confirmed by the Board.
- Receive reports from all officers and committees via Association Manager.
- Receive and review communications, report, and proposals of the staff and Board of Directors.



- Oversee assignments and supervision of all contracted labor positions with the CFO/ Treasurer.
- Ensures that the chapter is being operated in a fiscally responsible manner and is in compliance with all reporting requirements (taxes, etc) with the CFO/Treasurer and the Association Manager.
- As President of the chapter to serves as a representative to NAWBO-CA meeting (quarterly) and participate in the Presidents monthly conference calls as scheduled.
- Attend and represent the chapter at outside events and National meetings, as able. When appropriate, represent the chapter as a voting member of a National Council.
- Collaborate with the President Elect's spring strategic planning for the transition of Presidents in June.

Required Time to Fill the Position

60-75 hours per month



President-Elect

The candidate elected as President-Elect this year will automatically become President the following year.

Duties of President Elect

- Perform the duties of the President in the absence of the President
- Serve as ex-officio member of all committees and oversee and ensure that committees/chairs achieve their objectives.
- Co-chair the Spring Strategic Planning meeting for the upcoming fiscal year.
- Serve as a representative to NAWBO CA meeting (quarterly) as President-Elect and participate as appropriate in the monthly Presidents' conference call. Disperse pertinent information to the Board of Directors from the NAWBO California meetings, as needed
- As President-elect attend the Quarterly President's Assembly conference calls.
- Co-Chair the nomination committee with the Immediate Past President to develop upcoming slate of officers.
- Oversee with Event Chair and actively participate in Celebrating Women at the Top committee and inform President of progress.
- Begin mid-year the process of appointing upcoming directors for presentation to the entire Board of Directors.
- Attend and serve as a voting member Executive Committee and Board Meetings as convened by President.

Specific Skills Required for President Elect:

- Strong leadership skills
- Ability to motivate, manage and delegate
- Excellent interpersonal skills
- Tact and diplomacy
- High energy and enthusiasm
- Excellent problem solving skills
- Sense of humor and flexibility
- Must have been in business for 4 years minimum
- Understanding of diverse business types and how their needs as members may differ
- Required one year service on Board
- Participate as a vital part of the board leadership

Required Time to Fill the Position

40 -50 hours per month



Vice-President

The Vice President assumes the role and duties of the Presidency if the President and President-Elect both are no longer able to continue.

Duties of Vice President

- Perform the duties of the President in the absence of the President & President-Elect
- Attend and serve as a voting member Executive Committee and Board Meetings as convened by President.
- Assist the President as appropriate.
- Represent the organization at the request of the President.
- Familiarize herself with and understand the responsibilities of the President, the activities and positions of the organization, and the functioning of the Executive Committee, and be able to fulfill them in the absence of the President and/or President-Elect.
- Oversee and ensure that committees/chairs understand their responsibilities and achieve their objectives.
- Serve on appointive committees.
- Act as chapter parliamentarian at Board Meetings.

Specific Skills Required for Vice President:

- Strong leadership abilities, tact and diplomacy
- Ability to work well with others
- Excellent interpersonal skills
- Exceptional organizational/administrative skills
- Excellent written communication skills
- Must have been in business for 3 years minimum
- Requires one year service on board

Required Time to Fill the Position

20 -30 hours per month



Secretary

The Secretary generally oversees and acts as custodian of the record keeping of meetings, policies, activities, membership, and any other records required by law.

Duties of Secretary

- Compile and prepare the board meeting agendas and board packets
- Record, publish, and circulate meeting minutes of all meetings and teleconferences of the Board of Directors, Executive Committee, as well as the Annual Business Meeting of the organization.
- Collect and compile copies of all published documentation (press releases, articles, hand outs, program announcements, meeting programs, printed collateral) that is generated during the year in addition to any official correspondence of the chapter.
- Attend and serve as a voting member Executive Committee and Board Meetings as convened by President.
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair.
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Review the policies of the organization and present to the Board of Directors any policies that may have to be amended, rescinded, or reaffirmed.
- Represent the President as appropriate.
- Represent the organization at the request of the President.
- Serve on appointive committees.

Specific Skills Required for Secretary:

- Detail oriented and focused
- Exceptional written communication skills
- Exceptional organizational/administrative skills
- Ability to work well with others
- Requires to be in business 2 years

Required Time to Fill the Position

20 – 25 hours per month

Treasurer

The Treasurer monitors the financial condition of the organization and oversees with the Executive Director, the fiscal affairs of the organization. This position has the option of having a two-year term.

Duties of Treasurer:

- Attend and serve as a voting member Executive Committee and Board Meetings as convened by President.
- Pay all approved bills and invoices of the chapter
- Maintain a digital copy of all cash receipts and cash disbursements each month
- Prepare financial analysis of the chapter finances and monitor budgetary performance of the organization, recommending modifications as needed.
- Present a financial report to the board each month that highlights chapter performance to budget
- Ensure that accurate and timely information exchange is occurring between herself, the Association Office and the CPA/tax form preparer
- Pay particular attention to reconciliation of membership dues and programs
- Oversee the receipt of all monies paid to the chapter and deposits
- Review bank balances monthly for reconciliation and make cash management recommendations, as necessary.
- Review the Association Office's reconciliation of programs held and membership reports.
- Review for approval all actions and policies with a financial implication to the organization.
- Oversee the activities of the Procurement Committee, if one exists.
- Work with third party for audit of books and preparation of financial statements and required IRS/FTB or other agency tax form filings.
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as chief financial officer of the organization and as chairperson of the finance committee.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the Association Office to ensure that appropriate financial reports are made available to the board on a timely basis.
- Present to the Board of Directors an annual budget for the organization, developed in concert with the Executive Director and present the budget to the board for approval.
- Review any audits performed and answer board members' questions about the audit.
- Assist the president as appropriate.
- Serve on appointive committees.



Specific Skills Required for Treasurer:

- Working knowledge of general accounting with 5 years minimum experience
- Trustworthy
- Detail and deadline oriented
- Excellent computer skills
- Good oral skills

Required Time to Fill the Position

20 25 hours per month

(Note: These duties can be slightly altered year to year based on the skills of the Association Office and the Treasurer. Whatever is agreed upon at the beginning of the year is to be documented and overseen by the President.)



Immediate Past President

This position description is included for prospective President-Elects to use as a reference document to understand the full scope of the 3-year commitment.

Duties of Immediate Past President

- Co-Chair the nomination committee with the Immediate Past President to develop upcoming slate of officers; nominate members for various awards; organize the nomination procedure/process for the new board.
- Support the President and Executive Board as requested
- Advise the Board of Directors on procedures to maintain continuity.
- Assist in areas needed as requested by the President and the Board of Directors.
- Act as chapter historian.
- Act as spokesperson and representative for the chapter as requested
- Act as mentor for President-Elect

Required Time to Fill the Position

10-15 hours per month