

Ferris Women's Network Executive Board Position Descriptions

PRESIDENT

RESPONSIBILITY:

As a member of the E-Board, the President acts in a position of trust for the community and is **responsible for the effective governance** of the Ferris Women's Network. The President is **also responsible and accountable to the membership**.

TERM:

The President serves for a two-year term and may be re-elected for one additional term. The president may serve additional terms in other positions, if elected.

If the President resigns, the Vice President shall become President. The Vice President will then complete the remaining portion of the previous President's term. Following the completion of the previous President's term, the Vice President may then serve up to two, two-year terms if elected.

DUTIES:

- Provide leadership and direction
 - Develop agenda and lead E-Board meetings
 - Develop agenda and lead General Member Meetings
 - Develop agenda and lead Advisory Board Meetings
- Serve as primary spokesperson for the group
- Has signature authority for financial purposes on behalf of the group
- Solicit funding on behalf of the Ferris Women's Network
- Adhere to general duties outlined in the board member job description

VICE PRESIDENT

RESPONSIBILITY:

As a member of the Board, the Vice President acts in a position of **support to the President, and is responsible for the effective governance of the organization in the President's absence**.

TERM:

The Vice President serves for a two-year term and may be re-elected for one additional term. The Vice President may serve additional terms in other positions, if elected.

If the President resigns, the Vice President shall become President, and the E-Board will appoint a new Vice President. The new President will then complete the remaining portion of the previous President's term. Following the completion of the previous President's term, the new President may then serve up to two, two-year terms if elected.

If the Vice President resigns, the E-Board shall appoint a new Vice President to serve the remainder of the term.

DUTIES:

- Assist the President when called upon
- Assist the President with soliciting funding on behalf of the Ferris Women's Network
- Chair E-Board and General meetings in the President's absence
- Maintain incoming email account; this includes checking the email account on a regular basis, forwarding emails to the appropriate person and organizing email account folders
- Chair Awards and Recognition Committee
 - Coordinate Helen Gillespie Ferris Distinguished Leadership Award
- Participate in the Women's History Month Committee
- Chair the By-laws Committee
- Adhere to general duties outlined in the board member job description

TREASURER

RESPONSIBILITY:

As a member of the Board, the Treasurer is **responsible for exercising the financial management** of the Ferris Women's Network.

TERM:

The Treasurer serves for a two-year term and may be re-elected for one additional term. The Treasurer may serve additional terms in other positions, if elected.

If the Treasurer resigns, the E-Board shall appoint a new Treasurer to serve the remainder of the term.

DUTIES:

- Assist the President with soliciting funding on behalf of the Ferris Women's Network
- Collect, deposit and disburse funds of the group included those raised by the different activities.
- Coordinate with E-Board. to create annual budget
- Signature authority for all charges to the Ferris Women's Network's FOAP
- Coordinate with FOAP approver, currently the Vice President of Diversity and Inclusion
- Prepare and distribute budget reports for the E-Board. meetings
- Prepare the annual financial report
- Keep all the accounting and official financial records
- Adhere to general duties outlined in the board member job description

LOGISTICS COORDINATOR

RESPONSIBILITY:

As a member of the Board, the Logistics Coordinator is **responsible for providing administrative support to the President and documenting the activities** of the Ferris Women's Network.

TERM:

The Logistics Coordinator serves for a two-year term and may be re-elected for one additional term. The Logistics Coordinator may serve additional terms in other positions, if elected.

If the Logistics Coordinator resigns, the E-Board shall appoint a new Logistics Coordinator to serve the remainder of the term.

DUTIES:

- Records minutes during board meetings and annual election meeting. Minutes should be concise, accurate and presented in the same order as the Agenda.
- Provide administrative support for the President, including
 - General Membership meeting planning
 - Room Reservations
 - Catering
- Maintain archival records using OneNote or Teams (or other program as designated by the E-Board. Archival records include, but are not limited to:
 - Meeting Minutes
 - Photos
 - Event Documentation
- Coordinate with other E-Board members to ensure event records are kept up-to-date.
- Act as an advisor to other E-Board and committee chairs with regards to event logistics
- Adhere to general duties outlined in the board member job description

PROGRAMS COORDINATOR

RESPONSIBILITY:

As a member of the Board, the Programs Coordinator's **responsibility is to develop a calendar of events that meets the evolving needs** of the Ferris Women's Network.

TERM:

The Programs Coordinator serves for a two-year term and may be re-elected for one additional term. The Programs Coordinator may serve additional terms in other positions, if elected.

If the Programs Coordinator resigns, the E-Board shall appoint a new Programs Coordinator to serve the remainder of the term.

DUTIES

- Present a yearly calendar of events, with 1-2 events occurring per month
- Recruit event committee chairs to execute yearly calendar of events
- Share event participation records with Recruitment and Outreach Coordinator
- Monitor and report progress of committees to the E-Board
- Maintain a record of events with information about event name, date, location, purpose, participation, etc.
- Coordinate with Communications Coordinator to communicate event information to membership
- Collect evaluation information after each event.
- Conduct annual survey to gather information about member programming needs to ensure that planned events are meeting current needs and expectations
- Serve as CLACS Liaison
- Adhere to general duties outlined in the board member job description

PROMOTIONS, BRANDING AND MARKETING COORDINATOR

RESPONSIBILITY:

As a member of the board, the Promotions, Branding and Marketing Coordinator is **responsible for developing and maintaining promotion, branding and marketing materials** for the Ferris Women's Network.

TERM:

The Promotions, Branding and Marketing Coordinator serves for a two-year term and may be re-elected for one additional term. The Promotions, Branding and Marketing Coordinator may serve additional terms in other positions, if elected.

If the Promotions, Branding and Marketing Coordinator resigns, the E-Board shall appoint a new Promotions, Branding and Marketing Coordinator to serve the remainder of the term.

DUTIES:

- Develop and maintain graphic standards specific to Ferris Women's Network
- Ensure adherence to partner organizations' graphic standards when using their marketing materials
- Assist Programs Coordinator with marketing for events
- Develop brochure and other printed materials
- Assist Recruitment and Outreach Coordinator with recruitment needs
- Maintain the FWN website and work with Communications Coordinator to post content
- Adhere to general duties outlined in the board member job description

FUNDRAISING AND GRANTS COORDINATOR

RESPONSIBILITY:

As a member of the board, the Fundraising and Grants Coordinator is **responsible for leading fundraising and grants efforts to support the goals** of the Ferris Women's Network.

TERM:

The Fundraising and Grants Coordinator serves for a two-year term and may be re-elected for one additional term. The Fundraising and Grants Coordinator may serve additional terms in other positions, if elected.

If the Fundraising and Grants Coordinator resigns, the E-Board shall appoint a new Fundraising and Grants Coordinator to serve the remainder of the term.

DUTIES:

- Plan and execute fundraising events for the year
- Develop an annual fundraising event
- Communicate all fundraising events to the E-Board
- Lead fundraising and sponsorship efforts to meet the group's financial goals
 - Maintains contact and follow up with past sponsors
 - Maintain a database of past and potential sponsors in all areas
- Apply to a minimum of one grant per year
- Adhere to general duties outlined in the board member job description

RECRUITMENT AND OUTREACH COORDINATOR

RESPONSIBILITY:

As a member of the board, the membership chair is **responsible for maintaining accurate membership records and engaging with new, current and potential members** of the Ferris Women's Network.

TERM:

The Recruitment and Outreach Coordinator serves for a two-year term and may be re-elected for one additional term. The Recruitment and Outreach Coordinator may serve additional terms in other positions, if elected.

If the Recruitment and Outreach Coordinator resigns, the E-Board shall appoint a new Recruitment and Outreach Coordinator to serve the remainder of the term.

DUTIES:

- Keep a record of each member's information – maintain membership database
- Connect with new and potential members and provide information about the group
- Attend events and provide information to prospective members – handout brochure and create sign-up sheet.
- Greet new members at events and serve as hostess/host events; if not available to attend, designate alternate hostess/host
- Respond to membership inquiries
- Serve as Liaison to Community and develop relationships
- Adhere to general duties outlined in the board member job description

COMMUNICATIONS COORDINATOR

RESPONSIBILITY:

As a member of the Board, the **Communications Coordinator is responsible ensuring consistency in written communication** for the Women's Advocacy Forum.

TERM:

The Communications Coordinator serves for a two-year term and may be re-elected for one additional term. The Communications Coordinator may serve additional terms in other positions, if elected.

If the Communications Coordinator resigns, the E-Board shall appoint a new Communications to serve the remainder of the term.

DUTIES:

- Maintain outgoing email account; this includes all formal correspondence to our members including notifications, UWNs and calendar invites
- Work closely with the Vice President to monitor email.
- Maintains FWN calendar and send invitations to all events
 - Coordinate directly with other E-Board members or event chairs to outline a communications plan specific to each event
- Coordinate with other E-Board members to issue communications for events
 - Send UWNs
 - Post to Facebook
 - Create event on FSU Campus Calendar
- Coordinate with Marketing, Branding and Promotions Coordinator to post content to website.
- Maintain and monitor Facebook page as primary administrator
- Adhere to general duties outlined in the board member job description