

## FERRIS WOMEN'S NETWORK



### **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

## FERRIS WOMEN'S NETWORK



### 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
- Chair Awards and Recognition Committee
  - Coordinate Helen Gillespie Ferris Distinguished Leadership Award
- Chair the Women's History Month Committee
- Chair the By-laws Committee
- Adhere to general duties outlined in the board member job description

## FERRIS WOMEN'S NETWORK



### 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

## FERRIS WOMEN'S NETWORK



### 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

## FERRIS WOMEN'S NETWORK



### 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:

- Oversee planning and execution of fundraising events for the year
- Based on the E-board's annual event fundraising idea, write a grant or raise a designated amount of funding for the event based on the proposed budget by the Board.
- Sit on the annual fundraising program committee
- Sit on the programming committee
- Communicate all fundraising events to the E-Board for approval
- Lead fundraising and sponsorship efforts to meet the group's financial goals
- Maintain 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
- Maintain grants database
- Adhere to general duties outlined in the board member job description

## FERRIS WOMEN'S NETWORK



### RESPONSIBILITIES OF ALL BOARD MEMBERS:

- Foster a positive working relationship with other Board members
  - Commit to the work of the Ferris Women's Network
  - Approve annual budget
  - Promote membership development
  - Coordinate and collaborate with other E-Board members to accomplish goals of the Ferris Women's Network
  - Develop committees and recruit chairs to accomplish goals of the Ferris Women's Network. All committees must be approved by the E-Board.
  - Create chairs and co-chairs for events
  - Attend and participate in meetings on a regular basis, and special events as able
  - Bring community feedback to the board
  - Engage in fundraising efforts and ensure that all fundraising events meet the goals of the Ferris Women's Network
  - Communicate and promote the mission of the organization to Ferris faculty, staff and students, as well as the Big Rapids community
  - Respect confidentiality within the board
  - Form committees as necessary

### TIME COMMITMENT:

- Meet once a for E-Board meetings and attend a minimum of seven E-Board meetings
- Attend fundraisers, general member meetings and events
- Time as necessary to accomplish duties of position

### NON E-BOARD POSITIONS

#### ELECTION COMMITTEE

The E-Board will establish an election committee to conduct and oversee elections. Members running for election cannot be on the election committee.

### 2020/2021 Election Terms

Per Position Descriptions