

## **BOARD POSITIONS- Job Descriptions:**

<p><b><u>President</u></b></p> <ul style="list-style-type: none"> <li>- This can also be a Co-President role</li> <li>- Presides at all board and general meetings.</li> <li>- Sets agenda for board and general meetings</li> <li>- Schedules and runs meetings at Board members</li> <li>- Organize social event and recruit help from other members</li> <li>- Point person for questions from VPs and other board members</li> <li>- Point person for LACF relationship</li> <li>- Appoints Parliamentarian</li> <li>- Additional duties as needed</li> </ul>	<p><b><u>Meeting Coordinator</u></b></p> <ul style="list-style-type: none"> <li>- Coordinates with President regarding meetings</li> <li>- Works with board on planning the dates for meetings and submits proposed calendar for Board approval</li> <li>- Secures speakers for calendar year (2-3 minimum)</li> <li>- Schedules and coordinates all general meetings at location TBD by filling our required paperwork. This includes snack, supplies or special equipment required for meetings.</li> <li>- Coordinates donation drives at each meeting. Notify the VP of communication about recipients and their needs so that membership can be informed in advance. Organize collection and drop off items.</li> <li>- Writes thank you notes to speakers</li> <li>- Coordinates website posting of any video/photos taken at meeting between videographer and VP of Website.</li> <li>- Organizes fundraising for Service Weekend.</li> <li>- Additional duties as needed</li> </ul>
<p><b><u>VP Membership</u></b></p> <ul style="list-style-type: none"> <li>- Maintains membership database.</li> <li>- Coordinates with VP Hours regarding members not meeting requirements.</li> <li>- Recruits new members from the community.</li> <li>- Maintains email list for SLOBs membership</li> <li>- Organizes Prospective Members Information Night</li> <li>- Time commitment mainly April - June</li> </ul>	<p><b><u>VP Hours</u></b></p> <ul style="list-style-type: none"> <li>- Provides new members with login information to Hours website</li> <li>- Collects and maintains database of hours/meetings for parent and son members.</li> <li>- Notifies members of hours/meetings shortfalls for present year</li> <li>- Creates hours reports to be reviewed by Board</li> </ul>
<p><b><u>VP Philanthropy</u></b></p> <ul style="list-style-type: none"> <li>- Recruit &amp; manage a team of Philanthropy Liaisons who manage relationships w/our philanthropies.</li> <li>- Send out bi-weekly SLOBopp to members with philanthropy opportunities provided by Philanthropy Liaisons. Provide PLs with a template and deadline reminders.</li> <li>- Speak about philanthropy topics at SLOBs meetings.</li> <li>- Help recruit philanthropy speakers for SLOBs meetings.</li> <li>- Solicit and manage philanthropy projects from PLs for Philanthropy Day in November.</li> <li>- Solicit and manage philanthropy project(s) from PLs for Service Day in April.</li> </ul>	<p><b><u>VP of Communications</u></b></p> <ul style="list-style-type: none"> <li>- Monitors SLOBs email account and forward emails to appropriate board members.</li> <li>- Maintain the SLOBs Board Members google group email account.</li> <li>- Coordinate with President to send out announcement and reminders for meetings.</li> <li>- Request meeting minutes from Secretary and send minutes to members.</li> <li>- Coordinate with VP of Hours to get list of philanthropy activities and send members reminders about logging volunteer hours and meeting attendance in TrackItForward.</li> <li>- Send reminders to Publicity Chair about newsletter release.</li> </ul>
<p><b><u>Secretary</u></b></p> <ul style="list-style-type: none"> <li>- Responsible for recording all minutes at board and general meetings</li> <li>- Additional duties as needed</li> </ul>	<p><b><u>Treasurer</u></b></p> <ul style="list-style-type: none"> <li>- Oversees all financial aspects of the SLOBs.</li> <li>- Keeps accurate financial records.</li> <li>- Keeps track of Service Weekend finances and</li> </ul>

	coordinates with Co-Chairs - Creates and manages yearly budget - Additional duties as needed
<b><u>Website Coordinator</u></b> - Develops and maintains SLOBs website - Updates website with monthly calendar, Philanthropy opportunities, general information about each philanthropy, meeting minutes, etc. - Keep website up to date w/membership information	<b><u>Publicity Chairperson</u></b> - Responsible for all publicity of league and its activities. - Publish quarterly newsletter
<b><u>Parliamentarian</u></b> - Presents bylaw changes to board & makes changes as voted by board & membership - Serves as Nominating Chair	

**NON-BOARD POSITIONS – Job Descriptions:**

(Leadership opportunities that are not Executive Board Level jobs, but offer responsibilities before assuming Board Level duties)

<b><u>Philanthropy Liaison</u></b> - Manage and support relationship with your philanthropies. - Learn about volunteer opportunities we've had with your philanthropies in the past. - Communicate with your philanthropies to understand volunteer opportunities. - Check out philanthropies' websites to learn about them before reaching out. - Get on email lists if applicable. - View, assess, recommend and manage philanthropies' needs. - Contact your philanthropies' contact people periodically. - Check your philanthropies' websites for opportunities periodically. - Communicate what SLOBs can and cannot provide. - Create write up about opportunities to be included in bi-weekly SLOBopp. - VPs Philanthropy will provide a template and deadline reminders. - VPs Philanthropy will create the bi-weekly SLOBopp email and send it out. - Provide and manage philanthropy projects for Philanthropy Day in November. - Ask your philanthropy about a possible large opportunity for Service Day in April.	
<b><u>Photographer</u></b> - Takes pictures at SLOBs events (meetings, Service Day, Philanthropy Day, etc) - Upload pictures to share with Website Coordinator, Publicity Chair and any other officers in need of pictures	<b><u>Nominating Committee</u></b> - Committee consists of 3-6 people - Leads and runs the nomination process - Creates slate for new Board Members (and potentially non-Board positions) - Committee forms in January & finishes May 1 <sup>st</sup> .
<b><u>Videographer</u></b> - Video guest speakers at SLOBs meetings - Video footage for website promotions	