

DUTIES FOR ALL BOARD MEMBERS

Monthly Luncheon Meeting

BEFORE:

- Arrive no later than 11:15am to luncheons.
- Help ensure that signs (Enter Here, Vendor Display, Door Prizes, etc.) and lists (door prizes, guests, new members, etc.) are ready for use and displayed as appropriate.
- Assist other board members as necessary.

DURING:

- Take a “Board Member” tent card, choose a table, and put the tent card at your place to identify yourself to attendees and tablemates.
- Facilitate introductions and conversations throughout luncheon.
- Each board member should sit at a separate table to help facilitate conversations.

AFTER:

- Help ensure that all supplies are returned to rolling bin.
- Answer any questions asked by attendees and ensure that they are connected with the right board member.

Monthly Board Meeting

BEFORE:

- Prepare report for your position and send any agenda items to Chair no later than the Sunday prior to the board meeting. Include the status of your assigned action items from the previous meeting.
- Arrive on time to begin board meeting promptly at 3:00pm.

DURING:

- Present Board report.
- Note any action items assigned and complete them before the next meeting.

AFTER:

- Complete any action items.

OTHER ANCILLARY DUTIES

- Each new board member is placed on a ninety-day probation period. If the member's performance is deemed unsatisfactory by a simple majority of the other board members, the new board member may be removed.
- The new board member may also resign for any reason during the ninety-day period.
- Any of the following reasons shall constitute good cause for removal of a new member during the ninety-day probation period:
 - Missing any luncheon or board meetings (or any special meetings that may be called).
 - Failing to timely prepare and provide a report for each board meeting.
 - Failing to satisfactorily perform job duties (or failing to assist as called upon if in an at-large position).
- Solicit door prizes from current members and potential new members and guests.
- Assist Board Recruiting and Orientation Chair with filling vacancies when necessary. Discuss open positions with members to gauge interest and abilities.
- When applicable, if transferring out of a board position, train successor in duties and obligations of position, passing on all needed tools, documents, and equipment.
- On a quarterly basis, review website to determine whether any information pertinent to your position needs to be updated. Send all updates promptly to Web Administrator.
- Timely provide position-related content to Web Administrator for posting on website.
- No later than one week before the annual planning meeting, perform a complete review of your job description. Note any changes, deletions, additions, and suggestions and submit to Chair for final revisions.
- Assist Marketing with "snowball sharing" on social media (posting, retweeting, sharing GAWN-related content on your own web platforms).
- Work with Treasurer at planning meeting to identify and submit proposed budget for your position.
- Review bylaws each year for any needed updates.
- Report on assigned action items at each board meeting.