

# ***AT LARGE & ALL BOARD MEMBERS***

The chief function of the GAWN At Large Chair is to provide support to other board members. Attendance at all luncheon and board meetings is expected.

## ***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.
- Assist guests and members with introductions
- Provide assistance as necessary.
- Help pick up any GAWN or member stuff at the end of the meeting.

### **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.
- Event Report (**Assigned to an at-large position**) - Prepare report reviewing events attended since last board meeting and what results were generated (number of business cards collected, number of guest or new-member leads, etc.). Report must include plans for attendance at upcoming events during the next month and what goals are to be accomplished.
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### **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 Vice 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 Website & Social Media Administrator.
- Timely provide position-related content to Website & Social Media 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 Website & Social Media Administrator 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.

## ***COMMUNITY EVENTS***

- **All Board Members** - Throughout the year, attend networking functions as a representative of GAWN to help make the business community aware of GAWN’s existence and benefits to members. While at events:
  - GAWN nametag must be worn at all events.
  - Exchange networking cards and brochures at each event.
  - Take photos at each event (and make sure you are included in some!).
  - If possible, create a write-up of each event attended to pass to Website & Social Media Administrator.
  - Send photos and write-up to Website & Social Media Administrator no later than three days after each event attended.
  - Ensure that cards and leads are passed to Member Services no later than three days after each event attended.
- **At Large Member** - Monitor on a regular basis the following websites to plan attendance at a minimum of two events (one must be Chamber-sponsored):
  - Gainesville Area Chamber of Commerce business events calendar
  - iG business calendar
  - UF events calendar
  - Santa Fe College events calendar
  - Visit Gainesville calendar
  - Gainesville Sun events calendar
  - Gainesville Connect calendar
- **At Large Member** - Research various community events and opportunities to represent GAWN, not just at networking events (for example, GAIN, GNC, ACEL) but at one-time events (for example, ribbon cuttings for brand-new businesses, Chamber After Hours, United Way, SCORE, etc.).