

# CHAIR

The chief function of the GAWN Chair is to provide oversight of the GAWN Board and attend all luncheon and board meetings.

## ***MONTHLY LUNCHEON MEETING***

### **BEFORE:**

- Confirm speaker with Program & Events Coordinator.
- Prepare agenda to include: announcing the purpose of GAWN, introductions of new members and first-time guests, any miscellaneous announcements, introduction of Vice Chair to conduct door prize and member spotlight drawings, introduction of Displaced Homemakers Program representative and guest, Vice Chair introducing Member Spotlight winner for 2-minute spotlight, introduction of Program & Events Coordinator to introduce speaker (if not networking event), swearing in of any new board members, and reminding all guests/members about the next meeting and any other appropriate business.
- Notify the Vice Chair if unable to attend the luncheon and send the agenda in advance of the luncheon.
- Send out Sign Up genius for luncheon roles.

### **DURING:**

- Arrive early and greet members, guests, and speaker.
- Keep the meeting on schedule and running smoothly.
- Swear in any new board members.

### **AFTER:**

- Update the speaker and spotlight winner on the agenda for next month's luncheon.

## ***MONTHLY BOARD MEETING***

### **BEFORE:**

- Send email request to all board members for reports or topics to be discussed at the upcoming board meeting.
- Review minutes from the previous month to determine any old business or action items that need to be discussed at the upcoming board meeting.
- Develop agenda for monthly board meeting, including minutes, financials, and program feedback for the previous month, along with any old business or incomplete action items.
- Email all board members a copy of the agenda 24-48 hours prior to the board meeting. Be sure to attach the minutes, financials, and any other files or attachments to be discussed.
- Notify the Vice Chair if unable to attend and submit a report to be presented.

### **DURING:**

- Ensure that Secretary is taking minutes of meeting. If Secretary is not available, Historian shall serve as backup.
- Review minutes from previous month to determine items to be carried over for further discussion (if necessary).

### **AFTER:**

- Update agenda for the speaker and member spotlight winner information for the next luncheon meeting.
- Review minutes and send edits back to Secretary within one week.
- Request that Secretary submit final minutes by Sunday prior to next board meeting.

## ***OTHER ANCILLARY DUTIES***

- Fill in for any board member at the meetings if no other accommodations have been made.

- Request that an oath of commitment be signed by all board members so that professional standards remain in effect.
- Review pertinent information on the website and send update to Website & Social Media Administrator quarterly.
- Ensure that Secretary maintains electronic records of GAWN bylaws, minutes, standards, procedures and job descriptions to be kept up to date (making sure that all records are passed to incoming Chair at end of term).
- Ensure transition of GAWN equipment: PO box key, large vinyl banner, and any other promotional signs when transitioning between new and former board members. Chair should have possession of second PO Box key.
- Remain in good faith as authorized signor on GAWN bank accounts along with Treasurer.
- Review Chair job description and duties and update as necessary before end of term.
- Ensure that attendance and duties of individual chairs are upheld.
- Assist Vice Chair with filling any board vacancies.

## ***TIMELINE OF DUTIES***

(July 1 – June 30)

- Create Chair welcome letter for website and send to Website & Social Media Administrator to post after July 1.
- Request all templates, forms, books, etc. from the previous Chair.
- Go with Treasurer to add name to checking and money market accounts. Make sure to have letter from Treasurer authorizing removal of previous chair from accounts and adding new chair.
- Get the extra PO Box key and any documentation from previous chair.
- Make sure you have a copy of the June board minutes and start creating agendas for the July luncheon, July board meeting, and the August retreat.
- Ensure that the programs are in place for July and August and that Website & Social Media Administrator is ready to start promoting those events.
- Ensure that Website & Social Media Administrator updates the website with all new board information and chair letter.
- Ensure that an email is sent a week before the July luncheon by Website & Social Media Administrator to all members encouraging them to register by the Sunday deadline.
- Make sure Website & Social Media Administrator has permissions changed for all social media accounts and the website. Emails must also be updated for the website.
- Meet with or talk to all board members to go over duties and focus of the coming year.
- Sit with Treasurer to go over unfinished business and give her an idea of upcoming budget needs. This will be fully determined at the August retreat.