**BOARD POSITIONS- Job Descriptions:**

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| ***President**** Presides at all board and general meetings.
* Responsible for coordination of all SLOBs events, delegating to members of the board as is appropriate.
* The president, if possible, will have served on the exec board in another capacity and thus should be considered first for this position.
* Sets agenda for board and general meetings.
* Schedules and runs board meetings.
* Point person for questions from VPs and other board members.
* Point person for LACF relationship.
* Updates Bylaws, Job Description Form, and Nominating Form annually.
* Appoints Parliamentarian.
* Additional duties as needed.
 | ***Meeting Coordinator**** Coordinates with President regarding meetings.
* Works with board on planning the dates for meetings and submits proposed calendar for Board approval.
* Works with membership to secure speakers for calendar year (1-2 minimum)
* Schedules and coordinates all general meetings at location TBD by filling out required paperwork. This includes snacks, supplies or special equipment required for meetings.
* Notifies VP of Communications about upcoming meeting, provides detail of meeting, and reminds them to send out notifications one month before as well as one week before.
* Coordinates donation drives at certain meetings. Notifies the VP of communication about recipients and their needs so that membership can be informed in advance. Organizes collection and drop off items.
* Writes thank you notes to speakers.
* Additional duties as needed.
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| ***VP Membership**** Maintains membership database.
* Coordinates with VP Hours regarding members not meeting requirements.
* Recruits new members from MVLA community.
* Maintains email list for SLOBs membership.
* Organizes Prospective Members Information Night.
* Additional duties as needed.
 | ***VP Hours**** Provides new members with login information to Hours website.
* Collects and maintains database of hours and meetings attended for parent and son members.
* Notifies members of hours and meetings shortfalls several times per year.
* Creates hours reports to be reviewed by Board.
* Works with philanthropy team in recording of hours.
* Responds to member emails and troubleshoots as needed.
* Additional duties as needed.
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| ***VP Philanthropy**** Recruits & manages a team of Philanthropy Liaisons (PL) who manage relationships with SLOBs philanthropies.
* Sends out bi-weekly “SLOBopps” emails to members with philanthropy opportunities provided by Philanthropy Liaisons.
* Provides PLs with a template and deadline reminders.
* Speaks about philanthropy topics at SLOBs meetings.
* Helps recruit philanthropy speakers for SLOBs meetings.
* Solicits and manages philanthropy projects from PLs for philanthropy events and Service Saturday in April.
* Works with hours team.
* Works with website team to communicate philanthropy opportunities on the website.
* Additional duties as needed.
 | ***VP of Communications**** Monitors SLOBS email account and forwards emails to appropriate board members.
* Maintains the SLOBS Board members’ Google group email account.
* Coordinates with President to send out announcements and reminders for meetings.
* Requests meeting minutes from Secretary and attaches past meeting minutes to future meeting announcements.
* Coordinates with VP of Hours to get list of philanthropy activities and sends members reminders about logging volunteer hours and meeting attendance in TrackItForward.
* Sends reminders to Publicity Chair about newsletter release quarterly.
* Maintains social media for members (ex: instagram account) with publicity chairperson.
* Additional duties as needed.
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| ***Secretary**** Responsible for recording all minutes at board and general meetings.
* Responsible for forwarding general meeting minutes to VP of Communications to be emailed to membership.
* Responsible for providing Board meeting minutes to Board for approval and historical purposes. (ie to be kept on google drive)
* Additional duties as needed.
 | ***Treasurer**** Oversees all financial aspects of SLOBs.
* Keeps accurate financial records.
* Creates and manages yearly budget.
* Provides board with bi-annual financial report.
* Keeps track of Service Weekend finances and coordinates with Co-Chairs.
* Additional duties as needed.

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| ***Website Coordinator**** Develops and maintains SLOBs website which should include monthly calendar of SLOBs events, SLOBOpp Philanthropy opportunities, general information about each philanthropy, meeting minutes, newsletters, current photos, etc.
* Keeps website up to date with membership information.
* Works closely with LACF Website Administrator on technical issues and formatting.
* Additional duties as needed.
 | ***Publicity Chairperson**** Responsible for all publicity of SLOBs and its activities.
* Publishes quarterly newsletter.
* Works with VP of Communications.
* Maintains social media to communicate with membership.
* Additional duties as needed.
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| ***Parliamentarian**** Enforces the code of conduct as described in these bylaws and calls general meetings to order.
* Presents any necessary bylaw changes to the board and makes changes as voted by the board and membership.
* Serves as Nominating Chair.
* Additional duties as needed.
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