**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. |
| ***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. |
| ***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. |
| ***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. |
| ***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. |
| ***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. |  |