

Areas of Responsibility	Board Roles	Monthly Deliverables (Minutes indicate monthly estimated time investment - some months may require less, more.)	Annual Goals
Programming & Administration	President	<ul style="list-style-type: none"> ● Leads board meeting (1:00) ● Presents organizational update at lunch meetings (:15) ● Checks in on individual board deliverables (:15) ● Co-chairs annual banquet (:30) ● Works with Vice President to produce annual professional development programming (:30) ● Works with Communications Chairs to coordinate email announcements, social media around banquet (:15) ● Works with Communications Chairs to coordinate announcements around annual professional development programming (:15) 	<ul style="list-style-type: none"> ● Supports fulfillment of all board roles ● 10% YOY attendance or revenue increase with professional development programming ● 10% YOY attendance or revenue increase with awards banquet
	Vice President	<ul style="list-style-type: none"> ● Coordinates monthly lunch speaker and adds tickets to website (1:00) ● Introduces lunch speaker (:15) ● Co-chairs annual banquet (:30) ● Works with President to produce annual professional development programming (:30) ● Works with Communications Chairs to coordinate email announcements, social media around banquet (:15) ● Works with Communications Chairs to coordinate announcements around annual professional development programming (:15) 	<ul style="list-style-type: none"> ● 10% YOY attendance or revenue increase with monthly luncheons ● 10% YOY attendance or revenue increase with awards banquet
	Business Manager	<ul style="list-style-type: none"> ● Reconciles monthly income transactions (:15) ● Categorizes monthly expense transactions (:15) ● Provides monthly P&L update (:15) ● Organizes and distributes board meeting minutes (1:00) 	
Membership	Recruitment	<ul style="list-style-type: none"> ● Plans spring networking social/breakfast (:15) ● Provides monthly new member outreach (:30) ● Summer event shared? ● Share lunch check-in process with Retention 	<ul style="list-style-type: none"> ● 10% YOY membership increase

	Retention	<ul style="list-style-type: none"> ● Plans winter/holiday networking social/after-work (:15) ● Communicates with members expiring within 30/60 days (:30) ● Summer event shared? ● Share lunch check-in process with Recruitment 	<ul style="list-style-type: none"> ● 10% YOY membership turnover reduction
Communications	Email & Press Releases	<ul style="list-style-type: none"> ● Drafts and distributes bi-monthly emails (1:00) ● Drafts and distributes press releases regarding programming, awards (:15) 	
	Social Media & Website	<ul style="list-style-type: none"> ● Schedules weekly social media posts (:15) ● Assigns monthly blog posts to board members, assists with publishing (:15) ● Drafts and publishes job listings on website (:30) 	<ul style="list-style-type: none"> ● 10% YOY follower growth ● Quarterly reportings to board on social engagement/metrics
Awards	Awards	<ul style="list-style-type: none"> ● Sets calendar for annual awards submissions (:15) ● Coordinates with judging partners (:30) ● Works with Communications Chairs to coordinate email announcements, social media around awards submissions (:15) ● Works with President & VP to establish ROS and script for banquet (:15) 	<ul style="list-style-type: none"> ● 10% YOY revenue or submission entry increases with awards
At Large (Former Board Member) and/or Immediate Past President		<ul style="list-style-type: none"> ● Provides general continuity of program guidance ● Helps with seasonal/time-based activities that need additional support/hands 	