

BOARD POSITIONS- Job Descriptions:

<p><u>President</u></p> <ul style="list-style-type: none"> - This can also be a Co-President role - Presides at all board and general meetings. - Sets agenda for board and general meetings - Schedules and runs meetings at Board members - Organize Sports day and recruit help from other members - Point person for questions from VPs and other board members - Point person for LACF relationship - Appoints Parliamentarian - Additional duties as needed 	<p><u>Meeting Coordinator</u></p> <ul style="list-style-type: none"> - Coordinates with President regarding meetings - Works with board on planning the dates for meetings and submits proposed calendar for Board approval - Secures speakers for calendar year (1-2 minimum) - Schedules and coordinates all general meetings at location TBD by filling our required paperwork. This includes snack, supplies or special equipment required for meetings. - Coordinates donation drives at each meeting. Notify the VP of communication about recipients and their needs so that membership can be informed in advance. Organize collection and drop off items. - Writes thank you notes to speakers - Coordinates website posting of any video/photos taken at meeting between videographer and VP of Website. - Organizes fundraising for Service Weekend. - Additional duties as needed
<p><u>VP Membership</u></p> <ul style="list-style-type: none"> - Maintains membership database. - Coordinates with VP Hours regarding members not meeting requirements. - Recruits new members from the community. - Maintains email list for SLOBs membership - Organizes Prospective Members Information Night 	<p><u>VP Hours</u></p> <ul style="list-style-type: none"> - Provides new members with login information to Hours website - Collects and maintains database of hours/meetings for parent and son members. - Notifies members of hours/meetings shortfalls for present year - Creates hours reports to be reviewed by Board
<p><u>VP Philanthropy</u></p> <ul style="list-style-type: none"> - Recruit & manage a team of Philanthropy Liaisons who manage relationships w/our philanthropies. - Send out bi-weekly SLOBopp to members with philanthropy opportunities provided by Philanthropy Liaisons. Provide PLs with a template and deadline reminders. - Speak about philanthropy topics at SLOBs meetings. - Help recruit philanthropy speakers for SLOBs meetings. - Solicit and manage philanthropy projects from PLs for Philanthropy Day in November. - Solicit and manage philanthropy project(s) from PLs for Service Day in April. 	<p><u>VP of Communications</u></p> <ul style="list-style-type: none"> - Monitors SLOBs email account and forward emails to appropriate board members. - Maintain the SLOBs Board Members google group email account. - Coordinate with President to send out announcement and reminders for meetings. - Request meeting minutes from Secretary and send minutes to members. - Coordinate with VP of Hours to get list of philanthropy activities and send members reminders about logging volunteer hours and meeting attendance in TrackItForward. - Send reminders to Publicity Chair about newsletter release.
<p><u>Secretary</u></p> <ul style="list-style-type: none"> - Responsible for recording all minutes at board and general meetings - Additional duties as needed 	<p><u>Treasurer</u></p> <ul style="list-style-type: none"> - Oversees all financial aspects of the SLOBs. - Keeps accurate financial records. - Keeps track of Service Weekend finances and coordinates with Co-Chairs

	<ul style="list-style-type: none"> - Creates and manages yearly budget - Additional duties as needed
<p><u>Website Coordinator</u></p> <ul style="list-style-type: none"> - Develops and maintains SLOBs website - Updates website with monthly calendar, Philanthropy opportunities, general information about each philanthropy, meeting minutes, etc. - Keep website up to date w/membership information 	<p><u>Publicity Chairperson</u></p> <ul style="list-style-type: none"> - Responsible for all publicity of league and its activities. - Publish quarterly newsletter
<p><u>Parliamentarian</u></p> <ul style="list-style-type: none"> - Presents bylaw changes to board & makes changes as voted by board & membership - Serves as Nominating Chair 	<p><u>Member at Large</u></p> <ul style="list-style-type: none"> - Assists Board members on projects when needed (i.e. help VP Membership during enrollment period, VP Hours during peak periods, etc.) - Assists other board members on projects as per request made by the President

NON-BOARD POSITIONS – Job Descriptions:

(Leadership opportunities that are not Executive Board Level jobs, but offer responsibilities before assuming Board Level duties)

<p><u>Philanthropy Liaison</u></p> <ul style="list-style-type: none"> - Manage and support relationship with your philanthropies. - Learn about volunteer opportunities we've had with your philanthropies in the past. - Communicate with your philanthropies to understand volunteer opportunities. <ul style="list-style-type: none"> - Check out philanthropies' websites to learn about them before reaching out. - Get on email lists if applicable. - View, assess, recommend and manage philanthropies' needs. - Contact your philanthropies' contact people periodically. - Check your philanthropies' websites for opportunities periodically. - Communicate what SLOBs can and cannot provide. - Create write up about opportunities to be included in bi-weekly SLOBopp. <ul style="list-style-type: none"> - VPs Philanthropy will provide a template and deadline reminders. - VPs Philanthropy will create the bi-weekly SLOBopp email and send it out. - Provide and manage philanthropy projects for Philanthropy Day in November. - Ask your philanthropy about a possible large opportunity for Service Day in April. 	
<p><u>Photographer</u></p> <ul style="list-style-type: none"> - Takes pictures at SLOBs events (meetings, Service Day, Philanthropy Day, etc) - Upload pictures to share with Website Coordinator, Publicity Chair and any other officers in need of pictures 	<p><u>Nominating Committee</u></p> <ul style="list-style-type: none"> - Committee consists of 3-6 people - Leads and runs the nomination process - Creates slate for new Board Members (and potentially non-Board positions) - Committee forms in January & finishes May 1st.
<p><u>Videographer</u></p> <ul style="list-style-type: none"> - Video guest speakers at SLOBs meetings - Video footage for website promotions 	