

# SIM PORTLAND BOARD ROLES & RESPONSIBILITIES



2026

SIM PORTLAND

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## Duties of the President

**Objective:** As the Chief Executive Officer of SIM Portland, the President's objective is to lead SIM Portland with visionary strategic leadership, ensuring that all board activities and chapter initiatives are in complete alignment with the chapter's long-term goals and mission. The President champions a culture of collaboration, innovation, and strategic thinking, guiding the chapter towards achieving its objectives and enhancing its position as a leader in the information management community.

### Key Responsibilities:

- **Leadership in Meetings:** Convene and lead all Executive and Advisory Board meetings, as well as the Annual Business Meeting, ensuring productive discussions and effective decision-making processes.
- **Nominating Committee:** Initiate the formation of the Nominating Committee, subject to Executive Board approval, to support transparent and strategic officer elections.
- **Officer and Committee Support:** Actively encourage and oversee the activities of chapter officers and their committees, providing guidance and support to ensure alignment with the chapter's goals.
- **Policy and Order Implementation:** Guarantee the execution of all Executive Board orders and resolutions, monitoring progress and compliance across the organization.
- **External Relations and Agreements:** Serve as the primary representative in dealings with external organizations, negotiating and entering into agreements on behalf of the chapter.
- **Representation at SIM International:** Act as the liaison with SIM International, reporting on international activities to the Executive Board and communicating relevant information to chapter members. Participate in SIM International committees as required.
- **Annual Audit:** Direct the Trustees to conduct the annual internal financial audit, ensuring the organization's financial integrity and transparency.

### Required Skills:

- Strong leadership and strategic planning capabilities.
- Excellent communication, negotiation, and interpersonal skills.
- Knowledge of organizational governance and compliance.
- Ability to represent the chapter effectively in diverse forums.
- Financial acumen to manage gifts and oversee budget compliance.

### Performance Indicators:

- Effective coordination and leadership of board and chapter meetings.
- Successful guidance and support of officers and committees towards achieving their objectives.
- Compliance with and timely execution of board resolutions and bylaw amendments.
- Positive representation of the chapter in external interactions and agreements.
- Enhancements to chapter governance, membership engagement, and external relations as measured by feedback and key performance metrics.

## Duties of the President Elect and Past President

**Objective:** The President Elect and Past President roles are integral to the leadership continuity and strategic governance of the chapter. The President Elect serves as a preparatory position, offering the incumbent an opportunity to learn and transition smoothly into the Presidency. The Past President provides valuable guidance and support to the current President and the board, leveraging their experience to ensure stability and continuity in leadership.

### Year 1 - President Elect:

- **Leadership Training and Preparation:** Undergo training and mentorship by the current President, gaining insights into the responsibilities and challenges of leading the chapter.
- **Role Delegation:** Take on roles and responsibilities delegated by the current President, which may include leading specific projects or initiatives, to gain practical leadership experience.
- **Strategic Planning Involvement:** Participate in strategic planning sessions, contributing to the development of long-term goals and objectives for the chapter.

### Year 2 and Year 3 - Transition:

- **President Role:** The President Elect transitions to the President, serving as the Chief Executive Officer, leading the chapter in strategic initiatives, governance, and external representation.
- **Past President Support:** The outgoing President transitions to Past President, providing support and advice to the current President and board members, ensuring leadership continuity and organizational memory.

### Year 4 - Past President:

- **Advisory Support:** The Past President offers guidance to the new President and the board, sharing insights from their tenure to support decision-making and strategic direction.
- **Leadership Continuity:** Assist in the smooth transition of leadership to the new President Elect, ensuring the chapter remains aligned with its mission and goals.
- **Special Projects Leadership:** May lead or advise on special projects or initiatives, leveraging their experience for the benefit of the chapter.

## Required Skills:

- **Adaptive Leadership and Learning:** Capacity to learn from current leadership and adapt to the evolving needs and challenges of the chapter.
- **Strategic Vision:** Ability to contribute to long-term planning and provide insights based on past experiences to guide the chapter's direction.
- **Mentorship and Guidance:** Skills in mentoring and providing constructive support to incoming leaders, ensuring a seamless transition and continuity in governance.
- **Effective Communication:** Strong communication skills to facilitate effective knowledge transfer and collaboration with board members and the chapter at large.

## Performance Indicators:

- **Smooth Leadership Transition:** Effective transition from President Elect to President, and President to Past President, as evidenced by continued strategic progress and stability in chapter operations.
- **Mentorship and Support Efficacy:** Positive feedback from current and incoming leaders on the guidance and support provided by the Past President.
- **Strategic Contributions:** Impact of the President Elect and Past President on strategic planning and special projects, contributing to the achievement of the chapter's objectives.

The President Elect and Past President roles ensure leadership development, strategic continuity, and the leveraging of experienced guidance within the chapter. Through these roles, the organization benefits from both fresh perspectives and seasoned insights, fostering a dynamic and resilient leadership structure.

## Duties of the Secretary

**Objective:** To maintain the integrity of SIM Portland's governance and operational records, ensuring that all decisions and strategic discussions are documented and aligned with the chapter's strategic objectives. This role supports informed decision-making and strategic continuity, acting as a pivotal link between governance and execution.

### Key Responsibilities:

- **Executive and Advisory Board Meetings:** Attend all Executive and Advisory Board meetings, serving as the official recorder. This involves capturing detailed notes and minutes, documenting decisions, discussions, and action items to ensure a comprehensive record of proceedings. Play active role in strategic planning sessions, by leveraging their comprehensive knowledge of the organization's operations and history.
- **Bylaws Oversight:** Spearhead the bi-annual review and update of the chapter's Bylaws, ensuring compliance with current legal and operational standards.
- **Voting Management:** Oversee the chapter's voting processes, including the preparation, distribution, and collection of ballots for Chapter and Executive Board decisions. Ensure the integrity and confidentiality of the voting process.

### Required Skills:

- Exceptional organizational and documentation skills, with an emphasis on accuracy and detail.
- Proficiency in minute-taking and record-keeping.
- Strong communication skills, both written and verbal.
- Ability to manage confidential information with discretion.
- Competency in administrative procedures and governance processes.

### Performance Indicators:

- Timely and accurate preparation of minutes and records for all relevant meetings.
- Efficiency and reliability in administering voting processes, ensuring member participation and accurate tallying.
- Effective management of administrative tasks, contributing to the streamlined operation of the Chapter.
- Positive feedback from the Executive Board, Advisory Board, and chapter members on the clarity and accessibility of meeting documentation.

## Duties of the Treasurer

**Objective:** Serving as the chief financial officer, the Treasurer's primary objective is to manage the organization's finances with integrity and precision. This role demands a high degree of collaboration, particularly with the Assistant Treasurer for financial oversight, the Director of Membership for aligning financial records with membership data, and the Director of Sponsorship to manage and leverage sponsorships effectively. The Treasurer's collaborative efforts with these roles are crucial for

maintaining fiscal health, supporting strategic initiatives, and ensuring SIM Portland's financial practices are transparent and accountable.

### Key Responsibilities:

- **Planning, Budgeting, and Reporting:** Develop and oversee the annual budget, ensuring financial resources are allocated efficiently to support the organization's goals. Regularly present financial performance reports to the Executive Board and at the Annual Business Meeting. Prepare an Annual Report on Finances in the first quarter, along with all necessary financial filings, such as state and federal tax returns.
- **Cash Management:** Handle all monetary collections for the Chapter, maintain accurate and detailed financial records, and manage the organization's funds in a designated bank account approved by the Executive Board. Implement a prudent investment strategy to safeguard Chapter funds and execute disbursements as directed by the Executive Board, ensuring all transactions are properly documented.
- **Audit:** Collaborate with the Audit Committee to facilitate an annual financial audit, verifying the accuracy and completeness of financial records and compliance with financial policies and procedures.
- **Support to Membership Management:** Provide assistance to the Director of Membership in maintaining the official membership roster as needed, ensuring financial data aligns with membership records.

### Required Skills:

- Expertise in financial management, budgeting, and accounting principles.
- Strong organizational skills with meticulous attention to detail.
- Ability to communicate financial information clearly to both financial and non-financial stakeholders.
- Proficiency in financial software and reporting tools.
- Knowledge of statutory financial reporting and compliance requirements.

### Performance Indicators:

- Accurate and timely preparation of financial reports and budgets, reflecting the organization's fiscal health.
- Effective management of cash flow and investment strategies, ensuring financial stability.
- Successful completion of the annual financial audit with no significant findings.
- Positive collaboration with the Executive Board and other directors, contributing to the overall effectiveness of the organization's management.

## Duties of the Assistant Treasurer

**Objective:** The Assistant Treasurer role is designed to support the Treasurer in managing the financial health and integrity of the chapter. Acting as a second set of eyes on the chapter's financials, the Assistant Treasurer plays a crucial role in ensuring accuracy, transparency, and the effective execution of financial tasks. This role encompasses assisting with budget preparation, financial reporting, cash management, and other designated financial duties as determined by the Treasurer.

## Key Responsibilities:

- **Financial Oversight and Support:** Assist the Treasurer in developing and overseeing the chapter's annual budget, ensuring financial resources are allocated efficiently to support organizational goals. Participate in the preparation and presentation of financial performance reports to the Executive Board and at the Annual Business Meeting.
- **Cash Management Assistance:** Support the management of monetary collections, maintaining accurate and detailed financial records. Assist in managing the chapter's funds in designated bank accounts and in executing disbursements as directed by the Executive Board, ensuring all transactions are properly documented.
- **Audit and Compliance Support:** Collaborate with the Treasurer and the Audit Committee in facilitating annual financial audits. Assist in verifying the accuracy and completeness of financial records and ensuring compliance with financial policies and procedures.
- **Membership Management Support:** Provide assistance to the Treasurer and the Director of Membership in maintaining the official membership roster as needed, ensuring financial data aligns with membership records.
- **Special Financial Projects:** Undertake special financial projects or areas of financial management as designated by the Treasurer. This may include leading initiatives to improve financial processes, implementing new financial management tools, or any other areas requiring focused financial oversight.

## Required Skills:

- **Financial Management and Accounting Acumen:** Strong understanding of financial management, budgeting, and accounting principles.
- **Detail-Oriented and Organized:** Ability to manage detailed financial records meticulously and efficiently.
- **Effective Communication:** Skills to clearly convey financial information to both financial and non-financial stakeholders.
- **Collaborative Team Player:** Ability to work closely with the Treasurer and other board members, contributing positively to the financial team.
- **Adaptability and Initiative:** Willingness to take on various financial tasks as needed and the ability to adapt to the evolving financial needs of the chapter.

## Performance Indicators:

- **Accuracy in Financial Reporting:** Contribution to the timely and accurate preparation of financial documents and reports, reflecting the chapter's fiscal health.
- **Effective Cash Flow Management:** Assistance in managing cash flows and investments, ensuring the organization's financial stability.
- **Audit Compliance:** Support in achieving a successful annual audit with no significant findings, demonstrating compliance and effective financial management.
- **Positive Team Dynamics:** Effective collaboration and support within the financial management team, as evidenced by efficient financial operations and positive feedback from the Treasurer and Executive Board.
- **Enhancement of Financial Processes:** Initiatives or projects led by the Assistant Treasurer that result in improved financial processes or the successful implementation of new financial tools or strategies.

The Assistant Treasurer's role is vital for reinforcing the financial oversight and management of the chapter, ensuring robust financial practices that support the organization's mission and goals.

## Duties of the Director of Programs

**Objective:** The Director of Programs is tasked with creating and implementing a diverse and engaging portfolio of events and programs that cater to the professional development of SIM Portland members. Achieving this objective now includes a dynamic collaboration with the Director of Meetings and Events to ensure the logistical and operational success of each event. This role also works closely with the Marketing & Communications Director to promote these events and the Director of Sponsorship to secure necessary funding, as well as the Director of Education to integrate educational content. This cross-functional teamwork ensures the delivery of quality programs that are both informative and reflective of the members' interests and needs.

### Key Responsibilities:

- **Chapter Meeting Planning:** Strategically plan the annual program of events, including content and speaker selection, subject to Executive Board approval and budget considerations. Ensure chapter meetings align with organizational guidelines and member interests. Coordinate with the Director of Meetings and Events to ensure seamless event execution from logistical planning to attendee satisfaction.
- **Promotion:** Work closely with the Marketing & Communications Director to ensure continuous promotion of events, aiming to maximize member awareness and event attendance.
- **External Meeting Collaboration:** Represent the Chapter on advisory boards for supported events, assist in the coordination of significant industry gatherings like SIMposium, and align these efforts with the chapter's annual programming to optimize member participation. Leverage the expertise of the Director of Meetings and Events for operational support and vendor coordination.
- **Committee and Program Management:** Lead the Program Committee in developing and delivering engaging content for events. Take on additional program-related responsibilities as assigned by the President and Executive Board, fostering a dynamic and informative program agenda that caters to the members' professional growth and networking needs.

### Required Skills:

- Proven ability in event content planning and speaker curation.
- Strong collaboration skills for effective promotion, external partnership engagement, and internal coordination with the Director of Meetings and Events.
- Leadership capability to recruit and manage a volunteer committee dedicated to program excellence.
- Strategic thinking to align program content with organizational goals and member interests.

### Performance Indicators:

- Successful execution of the annual program of events with high satisfaction ratings from attendees, enhanced by the logistical and operational support from the Director of Meetings and Events.
- Increased member attendance at chapter and sponsored events as a result of effective promotion, program relevance, and flawless event execution.

- Positive feedback from external partners on collaboration effectiveness and impact.
- Active engagement and productivity of the Program Committee under the director's leadership, complemented by effective collaboration with the Director of Meetings and Events to ensure operational excellence.

## Duties of Director of Membership

**Objective:** The Director of Membership aims to grow and nurture SIM Portland's membership through strategic recruitment and engagement. This role works in concert with the Treasurer to ensure a seamless integration of financial and membership records, and with the Marketing & Communications Director to enhance outreach and retention efforts..

### Key Responsibilities:

- **Planning & Reporting:** Formulate annual membership objectives for Executive Board approval, conduct monthly membership status reports, analyze the mix of practitioners within the membership, and maintain an updated membership roster with the Treasurer's assistance.
- **Membership Committee Management:** Assemble and oversee a dynamic Membership Committee that supports the organization's membership strategies and initiatives.
- **Recruitment & Retention:** Drive the recruitment and retention efforts to maintain a balanced ratio of practitioners to non-practitioners, in accordance with the Bylaws. This involves hosting prospects at chapter meetings, following up to encourage membership, and evaluating membership applications, involving the Executive Board for complex cases.
- **New Member Orientation:** Curate and send a welcome email to each new member, containing crucial membership information as designated by the Vice-President – Membership. This package includes the Bylaws, a schedule of upcoming meetings, a roster of Chapter Officers, and an introduction to the organization's website and social media platforms, complete with login details.

### Required Skills:

- Exceptional leadership and strategic planning capabilities.
- Strong communication and interpersonal skills for recruitment, retention, and effective committee management.
- Analytical ability for detailed member categorization and insightful reporting.
- Proficiency in managing member orientation and integration processes

### Performance Indicators:

- Fulfillment of defined annual membership objectives.
- Successful recruitment and retention, achieving a balanced and diverse member demographic.
- High satisfaction levels among new members, as evidenced by positive feedback on the orientation process.
- Active and effective Membership Committee under the director's leadership.

## Duties of the Director of Education

**Objective:** The Education Director plays a crucial role in bridging the gap between academic institutions and the professional IT community. This position is responsible for developing and overseeing programs that inspire and prepare the next generation for careers in Information

Technology, including STEM outreach, mentoring initiatives, curriculum relevance, and leadership development.

### Key Responsibilities:

- **STEM Collaboration:** Partner with middle and high schools to design and implement STEM programs that motivate students to pursue degrees and careers in Information Technology. This includes creating interactive and engaging activities that highlight the importance and excitement of IT careers.
- **Undergraduate Mentoring Program:** Establish and manage a mentoring program that connects undergraduate students with experienced SIM members. This program aims to provide guidance, support, and insight into the IT profession, facilitating a smoother transition from academic study to professional practice.
- **Academic Interaction:** Engage with representatives from academic institutions to ensure IT curricula remain relevant to current industry needs. This involves facilitating discussions between educators and IT professionals to update and refine educational programs, aligning them more closely with the skills required in the IT workforce.
- **Senior Leadership Mentor Program:** Develop a comprehensive year-long mentorship program where senior IT leaders mentor aspiring IT executives. This initiative focuses on leadership development, strategic thinking, and the nuances of navigating a successful career in IT management.
- **Additional Activities:** Coordinate additional educational and developmental activities, such as a Book Club, which offers members opportunities for continuous learning, professional development, and community building within the field of IT.

### Required Skills:

- Strong background in educational program development and management.
- Excellent communication and collaboration skills to effectively partner with schools, universities, and IT professionals.
- Leadership and mentorship expertise, with a keen understanding of career pathways in the IT industry.
- Ability to design and implement innovative programs that address the dynamic needs of the IT sector and its future leaders.

### Performance Indicators:

- Successful establishment and growth of STEM and mentorship programs, as evidenced by participation rates and positive feedback from students and mentors.
- Enhanced relevance of IT curricula to industry standards, reflected in updated academic programs and increased engagement between educators and IT professionals.
- Measurable impact of leadership mentorship program on participants' career advancement and professional development.
- Active participation and satisfaction in additional educational activities, such as the Book Club, contribute to the professional growth of members.

## Duties of the Director of Marketing & Digital Strategy

**Objective:** To lead and execute a unified, year-round marketing and communications strategy that drives member engagement, event participation, and sponsor visibility. This role ensures consistent messaging, strong digital presence, and coordinated campaign execution across all Chapter initiatives, while leveraging Associate Directors (Deputies) to scale delivery while ensuring alignment with the Chapter master calendar in coordination with the Director of Operations

### Key Responsibilities:

- **Strategic Marketing Leadership:** Develop and maintain an annual marketing calendar aligned with the Chapter master calendar. Ensure coordinated promotion across all initiatives including Monthly Programs, SIMposium, Golf Tournament, SIM Women, Cybersecurity Leadership Forum, SmartOps, and emerging events.
- **Campaign Management & Delegation:** Recruit and manage Associate Directors (Campaign Leads) to own execution for major initiatives (e.g., SIMposium, Golf Tournament). Provide governance, templates, and oversight while delegating execution.
- **Content & Channel Management:** Oversee all marketing channels including LinkedIn, email communications, and the member portal. Ensure consistent, high-quality content and messaging across platforms.
- **Email Communications:** Own and manage Constant Contact (or approved platform), including list management, segmentation, campaign scheduling, and performance tracking.
- **Event Promotion Coordination:** Partner with Programs and Meetings & Events to ensure timely promotion aligned with event readiness (typically 2–3 weeks prior for most events).
- **Conflict Prevention:** Ensure no overlapping promotional campaigns within the same week. Coordinate with the Director of Operations to maintain calendar integrity.
- **Community Engagement:** Drive member engagement through digital campaigns, social interaction, and targeted outreach strategies.
- **Analytics & Reporting:** Track campaign performance (open rates, click-through, engagement, attendance conversion) and provide monthly updates to the Board, including SEO and engagement metrics.

### Required Skills:

- Digital marketing and campaign management expertise
- Strong communication and storytelling ability
- Experience with email platforms (e.g., Constant Contact) and social media
- Ability to manage distributed volunteer teams
- Data-driven mindset with analytics proficiency

### Performance Indicators:

- Increased event attendance and engagement metrics
- Effective execution of flagship campaigns (SIMposium, Golf Tournament)
- Consistent and conflict-free marketing calendar
- Growth in LinkedIn and email engagement
- Positive feedback from members and sponsors
- Effective delegation and utilization of Associate Directors

## Duties of Director of Sponsorship

**Objective:** The Director of Sponsorship plays a critical role in securing financial and in-kind support essential for the success of the organization's events and initiatives. This position is responsible for identifying, engaging, and fostering relationships with potential sponsors, with the aim of acquiring sponsorship for a multitude of events. The Director of Sponsorship works closely with the Director of Programs, Marketing & Communications, Meetings and Events Director and other relevant board members to align sponsorship opportunities with the organization's objectives and the interests of potential sponsors.

### Key Responsibilities:

- **Sponsorship Strategy Development:** Develop a comprehensive sponsorship strategy that includes identifying target sponsors, sponsorship levels, benefits for sponsors, and potential sponsorship packages tailored to different types of events and programs.
- **Sponsor Engagement:** Actively seek out and engage with potential sponsors, presenting sponsorship opportunities that align with their marketing and corporate social responsibility goals. Build and maintain strong relationships with new and existing sponsors through regular communication and updates on the organization's activities and impact.
- **Collaboration with Other Directors:** Work closely with the Director of Programs to understand the specifics of each event and identify suitable sponsorship opportunities. Collaborate with the Marketing & Communications Director to ensure sponsor benefits are effectively promoted and sponsors are acknowledged in all relevant communications.
- **Sponsorship Fulfillment and Retention:** Oversee the fulfillment of all sponsor benefits as outlined in sponsorship agreements, ensuring sponsors are satisfied with their investment and are recognized appropriately at events and in all communications. Develop strategies for sponsor retention and long-term engagement.
- **Reporting and Evaluation:** Prepare regular reports on sponsorship activities, including sponsorships secured, potential leads, and feedback from sponsors, for the Executive Board. Evaluate the effectiveness of the sponsorship strategy and make adjustments as necessary to meet or exceed sponsorship goals.

### Required Skills:

- **Strategic Sales and Relationship Management:** Strong abilities in sales, negotiation, and relationship management, with a proven track record of securing sponsors and partners.
- **Communication and Presentation Skills:** Exceptional communication and presentation skills, capable of articulating the value of sponsoring the organization's events to potential sponsors.
- **Collaboration:** Ability to work collaboratively with other board members, volunteers, and stakeholders to align sponsorship efforts with the organization's goals and events.
- **Organizational and Planning Abilities:** Excellent organizational and planning skills, with the capacity to manage multiple sponsorship opportunities and agreements simultaneously.
- **Understanding of Marketing and Branding:** Knowledge of marketing and branding principles, particularly in relation to sponsorship and event promotion.

### Performance Indicators:

- **Achievement of Sponsorship Targets:** Meeting or exceeding annual sponsorship revenue targets through effective strategy and engagement.
- **Sponsor Satisfaction:** High levels of satisfaction among sponsors, as demonstrated by sponsor feedback and retention rates.

- **Alignment with Event Goals:** Successful alignment of sponsorships with the organization's event goals and values, enhancing the overall quality and impact of events.
- **Increased Sponsorship Opportunities:** Growth in the number and diversity of sponsorship opportunities available to the organization, contributing to the financial health and sustainability of its initiatives.

This role is essential for ensuring the financial sustainability and growth of the organization, enabling it to deliver high-quality programming and events for its members. The Director of Sponsorship will work closely with the board to integrate sponsorship seamlessly into the organization's strategic objectives, fostering a culture of partnership and community engagement.

## Duties of the Director of Meetings and Events

Objective:

The Director of Meetings and Events plays a crucial role in the orchestration and delivery of all SIM Portland events, from planning stages to execution. This position is central to enhancing the value and experience of events for members, ensuring each event not only serves the purpose of professional development but also fosters community and networking opportunities among IT leaders. Collaborating closely with the Director of Programs, Marketing & Communications Director, and Director of Sponsorship, this role ensures events are aligned with the organization's mission, effectively promoted, and financially viable.

### Key Responsibilities:

- **Event Planning and Organization:** Lead the planning and organization of a wide array of events, including but not limited to conferences, workshops, and networking sessions. This entails selecting themes, securing speakers, and coordinating schedules to ensure the events align with SIM Portland's strategic objectives and member interests.
- **Budget Management:** Develop and manage budgets for each event, ensuring all activities are financially sustainable. Work closely with the Treasurer and Assistant Treasurer to forecast expenses, track spending, and report on financial outcomes, striving for optimal resource utilization and cost efficiency.
- **Vendor and Venue Coordination:** Identify, negotiate with, and manage relationships with vendors and venues. Ensure all external partners align with SIM Portland's standards for quality and value, securing favorable terms and overseeing the logistical aspects of event execution.
- **Registration and Attendee Management:** Oversee the registration process, from setting up online registration systems to managing on-site attendee check-ins. Ensure a smooth experience for attendees, addressing their needs and inquiries promptly to maximize satisfaction and engagement.
- **Volunteer Coordination:** Recruit, organize, and manage volunteers for events, ensuring there are sufficient resources for all activities to run smoothly. Provide guidance and support to volunteers, recognizing their contributions to the success of each event.

### Required Skills:

- Proven expertise in event planning and project management.
- Strong budgeting and financial management skills.
- Excellent communication, negotiation, and interpersonal skills to effectively deal with vendors, speakers, attendees, and team members.
- Ability to manage multiple projects simultaneously, prioritizing tasks to meet deadlines and objectives.

- Leadership qualities to inspire and coordinate teams of volunteers and collaborators.

### **Performance Indicators:**

- Successful execution of events as measured by attendee feedback, achieving or exceeding set objectives for engagement, learning outcomes, and community building.
- Effective management of event budgets, maintaining or lowering costs without compromising event quality.
- Positive relationships with vendors, venues, and partners, evidenced by favorable terms and successful collaborations.
- High levels of volunteer engagement and satisfaction, with a well-organized volunteer team contributing to the smooth operation of events.

## **Duties of the Director of Operations**

### **Objective:**

The Director of Operations ensures seamless coordination across all SIM Portland portfolios by maintaining an integrated master calendar, facilitating cross-functional alignment, and preserving operational continuity. This role serves as the central integrator of Chapter activities, enabling efficient execution while respecting the autonomy of each Director.

### **Key Responsibilities:**

- **Master Calendar Governance:** Maintain a rolling 12-month Chapter calendar, ensuring no scheduling conflicts and appropriate spacing between major initiatives. Coordinate closely with Marketing to align promotional cadence.
- **Cross-Functional Coordination:** Facilitate regular coordination among Directors (Programs, Marketing, Sponsorship, Membership, Education, and Events) to ensure alignment, identify dependencies, and resolve conflicts early.
- **Flagship Event Readiness:** Oversee readiness checkpoints for major events such as SIMposium and the Impact Golf Tournament, ensuring key milestones (venue, sponsorship, marketing, registration) are on track.
- **Operational Systems & Publishing:** Ensure all events are properly published across platforms (website, registration tools, communications channels) and aligned with the master calendar.
- **Playbooks & Continuity:** Maintain operational playbooks for recurring events and programs, preserving institutional knowledge, templates, vendor contacts, and lessons learned.
- **Board Visibility & Reporting:** Provide periodic operational updates to the Board, highlighting readiness status, risks, and coordination gaps.
- **Partner with Marketing** to align event readiness with campaign launch timing and protect promotional runway for flagship events.

### **Required Skills:**

- Strong organizational and program management capabilities
- Excellent cross-functional coordination and communication skills
- Ability to manage timelines, dependencies, and competing priorities
- Systems thinking and process orientation
- Collaborative leadership in a volunteer-driven environment.

### **Performance Indicators:**

- No scheduling conflicts across Chapter events

- Successful and timely execution of flagship initiatives
- Effective cross-team alignment and reduced last-minute escalations
- Consistent use of playbooks and operational standards
- Positive feedback from Directors on coordination effectiveness.

## Director of Strategic Initiatives

### Purpose

Leads high-priority, cross-functional initiatives aligned with SIM Portland's strategic goals. This role provides flexibility to address emerging priorities and Board-designated focus areas (e.g., DEI, innovation programs, new member experiences).

### Key Responsibilities

- Partner with the President and Executive Board to identify and prioritize strategic initiatives
- Lead or sponsor initiatives that span multiple functional areas (e.g., Programs, Membership, Marketing)
- Serve as the primary lead for Board-designated focus areas (e.g., DEI or other emerging priorities)
- Establish short-term working groups or committees as needed to execute initiatives
- Define success metrics and track progress against initiative goals
- Provide regular updates to the Executive Board on progress, risks, and outcomes
- Collaborate with Directors to ensure alignment and avoid duplication of efforts
- Document and transition successful initiatives into ongoing programs where appropriate

### Operating Model

- Functions as a **flexible, non-functional leadership role** (not tied to a single domain)
- May recruit Deputies or working teams to support specific initiatives
- Works horizontally across all Director roles

### Success Measures

- Delivery of Board-priority initiatives
- Measurable impact (e.g., engagement, membership growth, program innovation)
- Effective cross-functional collaboration

## Duties of Trustees

**Objective:** Trustees, who have previously served as Presidents of the chapter, play a pivotal role in the governance, oversight, and strategic direction of the organization. They ensure that the organization adheres to its mission, values, and legal requirements while managing risks and representing the organization externally. Their wisdom and experience are instrumental in guiding the organization towards sustainable growth and success.

## Key Responsibilities:

- **Governance and Oversight:** Ensure that the organization operates within its mission and values, adhering to legal and ethical standards. Perform the annual internal financial audit and make fiscal recommendations, including budgeting and financial reserves.
- **Risk Management:** Identify, evaluate, and mitigate potential risks to the organization. This includes developing and overseeing the implementation of effective risk management strategies and compliance systems to safeguard the organization's interests.
- **Advocacy and Representation:** Act as ambassadors for the organization, engaging with external stakeholders, partners, and the public. Trustees advocate for policies and changes that align with and support the organization's mission and strategic goals.
- **Succession Planning:** Play a crucial role in the succession planning process by identifying and nurturing potential candidates for future leadership positions. This ensures the organization's continuity and the seamless transition of senior management roles.

## Required Skills:

- **Strategic Vision and Leadership:** Ability to provide strategic direction and leadership that aligns with the organization's mission and long-term goals.
- **Risk Management Acumen:** Strong understanding of risk management principles and the ability to implement strategies that minimize potential risks to the organization.
- **Advocacy and Communication:** Excellent communication skills and the capacity to effectively represent the organization's interests to a variety of stakeholders.
- **Insight into Succession Planning:** Proven experience in identifying and preparing future leaders, ensuring the organization's resilience and continuity.

## Performance Indicators:

- **Effective Governance:** Demonstrated through the organization's adherence to its mission and values, successful implementation of strategic initiatives, and maintenance of high ethical standards.
- **Risk Management Efficacy:** Measured by the organization's ability to anticipate, mitigate, and manage risks effectively, ensuring stability and compliance.
- **External Representation Success:** Success in advocating for the organization's interests, as evidenced by positive stakeholder engagement, partnerships, and public perception.
- **Successful Succession Planning:** Effective identification and preparation of future leaders, ensuring that the organization continues to thrive under competent leadership.

Trustees' roles are critical to the health and future of the organization, providing the wisdom and oversight needed to navigate challenges and capitalize on opportunities. Their involvement ensures that the organization remains true to its mission while adapting to the evolving landscape of the industry.

In summary, the board members of SIM Portland each hold pivotal roles that, together, form the backbone of our organization. From the strategic leadership provided by the President to the financial stewardship of the Treasurer, each role is designed with a specific purpose that contributes to our overarching mission. The Directors of Programs, Membership, Education, Marketing & Communications, Sponsorship, and the Director of Meetings and Events, alongside the Secretary and Assistant Treasurer, work in tandem to create a vibrant, inclusive, and professional community that fosters growth, innovation, and collaboration.

The cross-functional collaboration among these roles ensures that SIM Portland remains a dynamic and progressive organization, responsive to the needs of our members and the broader IT

community. By working together, our board members drive initiatives that prepare the next generation of IT professionals, support career development, enhance educational opportunities, promote diversity and inclusion within the tech industry, and now, with the inclusion of the Director of Meetings and Events, ensure the successful planning and execution of enriching and engaging events for our members.

Our trustees, with their depth of experience and strategic oversight, ensure that SIM Portland adheres to its values and mission, guiding the organization towards sustainable success. Together, the SIM Portland board embodies a shared commitment to excellence, leadership, and community service, ensuring that we not only meet but exceed the expectations of our members and stakeholders. This collaborative spirit is what makes SIM Portland a leading professional association in the Information Technology field.