# BOARD ROLES & RESPONSIBILITIES

**All Board Members will be expected to meet the following requirements:**

- Should, at minimum, have completed two years as board member or at least four years as member.
- Must have background knowledge, familiarity and meaningful experience with HWNT-Fort Worth programs.
- Strong communication skills and the ability to address internal and external membership and business matters in a professional, concise manner.
- Be a contributing and supportive member of the HWNT-FW Chapter Board.
- Serve on one local chapter committee

**CHAIR (keyholder)**

- Serves two-year term as Chair, one-year term as Chair-Elect, and two-year term as Past Chair
- Attends Board meetings, Board training and development sessions, including organization of a biennial Board Retreat to formulate an annual vision and theme for the Board to support strategic planning for the Board.
- Serves as Chair of the Board of Directors.
- Oversee the preparation and review of all agendas for all Board meetings.
- Run an efficient, punctual and productive Board Meeting.
- Provide responsible, effective leadership and guidance for the Board of Directors.
- Serve as a resource to the Board.
- Give support, advice and direction to Chair-Elect and Board.
- Work closely with Chair-Elect and keep her well informed, meeting regularly.
- Provides Board and organizational leadership.
- Ensures that orders and resolutions of the Board are carried out.
- Manages and focuses the Board of Directors to support the mission of the Network and follow the strategic direction of the Network.
- Represents the Network in a positive, professional manner in the community and seeks opportunities for organizational exposure.
- Ensures an appropriate committee structure is in place and functioning to support the operations of the Network.
- Work closely with the Treasurer to ensure that HWNT operates on a sound financial basis.
- Ensures minutes of all Board of Directors and Executive Committee meetings are in order.
- Is responsible for an efficient and timely transition of responsibilities to her successor including pertinent records and relevant procedures.
- Annually recruits new members for the organization.
- Check the P.O. BOX and disburse mail to proper owners, if necessary
- Responsible for account creation and password access/reset (roles and privileges)
- Is familiar with the Network's Bylaws and Standing Rules.
- Attend HWNT-Fort Worth Fundraisers and HWNT-Fort Worth projects and activities.

**CHAIR ELECT**

- Serves one-year term as Chair-Elect and following year, two-year term as Chair
- Serves as member of Executive Board
- Attends Board meetings and Board training and development sessions.
- Presides at all Board of Directors meetings in the absence of the Chair.

- Assists the Chair in such duties as the Chair may assign.
- Coordinates the work of the standing committees performing the Business and service aspects of the Network.
- Serves on committees as directed by the Chair.
- Annually recruits new members for the organization.
- Provides Board and organizational leadership.
- Attend HWNT-Fort Worth Fundraisers and HWNT-Fort Worth projects and activities.
- Represents the Network in the community and advocates Hispanic women's issues.
- Is familiar with the Network's Bylaws and Standing Rules.
- Prepares to assume the role of Chair of the Network.
- Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.
- Responsible for account creation and password access/reset (roles and privileges). Will share accounts with the Executive Board in case of emergency.
- Qualifications:
    - Should have previously served on the Board of Directors.

**IMMEDIATE PAST CHAIR**

- Attends Board Meetings and Board Training and development sessions.
- Serves on the Board as a voting member.
- Advises officers and members on issues regarding the Network in a timely manner.
- Serves on committees as directed by the Chair.
- Serves as the Chair of the nominating committee for HWNT awards and similar needs.
- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Attend HWNT-Fort Worth Fundraisers and HWNT-Fort Worth projects and activities.
- Is familiar with the Network's Bylaws and Standing Rules.
- Assist Membership Chair to identify membership partners and sponsors.
- Assist Membership Chair to identify public figures in attendance.
- Submit all receipts for event(s) and reimbursements for recordkeeping to the Treasurer.
- Transitions and hands over pertinent information (passwords, bank information, handbook, SOP, etc.) and all documentations relating to the organization in a timely manner to the next chair. Begin transitions at a minimum of three months before the New Chair takes over.

**VICE CHAIR OF MEMBERSHIP**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Manage membership system, software designated by State, to ensure accurate contact information for members and to support communications with current members.
- Track all online applications.
- Work closely with the Treasurer to provide monthly membership reports.
- Assist Treasurer and State Rep with state reconciliations as needed.
- Communicate with all members using designated membership systems and social media programs.
- Hold membership drives and socials such as Café con Leche events.
- Create New Membership packets, through paper or electronic means.

- Help the Vice Chair of Marketing & PR create marketing materials for HWNT.
- Advise Chair and Board of new members monthly.
- Partner with Technology Chair to update membership pages on the internet as often as needed.
- Highlight current paid members periodically on web, social media, and newsletters.
- Manage signage for all membership meetings.
- Manage membership tables at all meetings.
- Maintain all sign-in sheets or registration records for all events.
- Assist new and renewing members with applications.
- Create invoices for renewing members in collaboration with the Treasurer.
- Coordinate with the Vice Chair of Marketing & PR to send out meeting reminders one month, two weeks, one week, one day prior to meeting, as appropriate.

**VICE CHAIR OF MARKETING & PUBLIC RELATIONS**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Uses Social Media to promote chapter activities/events/programs - Facebook, Twitter, Instagram, LinkedIn, etc.
- Creates and distributes Save the Date cards, electronic invitations and formal invitations, as appropriate, for all events.
- Sends out mass emails to support community board function.
- Develops partnerships with other organizations to promote events.
- Creates all marketing material to support events and campaigns.
- Develops PR boards for events and identifies other opportunities to promote HWNT.
- Responsible for developing Press Releases and Media releases before and after events.
- Serve as the point of contact for photographers and videographers at events.
- Collaborate with Secretary to update online calendar with events, meetings and other key dates.
- Approve and edit all marketing material for the Board and chapter prior to publication.
- Owner of all web pages, keeping them all consistent to support the HWNT brand and mission, excluding LIP webpages.
- Create and distribute electronic newsletter for Chapter, and submit notable events and/or chapter accomplishments to the State Marketing Chair to be included in the State Newsletter for additional exposure.
- Make recommendations to the Board concerning strategic planning in the areas of communications and marketing.

**VICE CHAIR OF DEVELOPMENT**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Identify sponsorship opportunities for the year to support the chapter’s fundraising goals.
- Identify sponsorship opportunities within membership.
- Secure partnerships prior to event.
- Collaborate with the Vice Chair of Marketing & PR to ensure sponsors are recognized at events.
- Ensure that all partnership obligations are met.
- Assist Vice Chair of Marketing & PR in developing partnerships with other organizations.
- Collaborate with the Vice Chair of Marketing & PR to develop all partner/sponsor marketing materials.
- Collaborate with the Vice Chair of Marketing & PR to create sponsor board and signs for events and proper recognition.

- Write thank you cards for sponsors and partners in a timely manner.
- Provide donation opportunities at all HWNT gatherings.
- Plan and organize any special recognition for sponsors/organizations.
- Oversee North Texas Giving Day campaign
- Collaborate with the Technology Chair to use the webpage to highlight partners.
- Submit partner and sponsor information to the Technology Chair to maintain database for partners and sponsors.
- Develop and foster ongoing relationships with partners.
- Ensure appropriate thank you gifts are provided to sponsors/partners.
- Mail formal invitations to all partners and sponsors to all applicable events.
- Assist chair in presenting/awarding gifts to sponsors at events.
- Submit all receipts for event(s) and reimbursements for recordkeeping to the Treasurer.
- Communicate with Partners regularly and build a relationship with them.
- Make recommendations to the Board regarding fundraisers.
- Make recommendations to the Board concerning strategic planning in fundraising for HWNT Fort Worth.

**TREASURER**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Provides monthly financial reports at the Board meetings.
- Prepares taxes or works with a CPA and submits to State and federal government in a timely manner.
- Maintains contact with Accountant.
- Works closely with State Treasurer.
- Works closely with FW Chapter Vice Chair of Membership.
- Manages credit card processing devices and corresponding accounts in collaboration with the Technology Chair
- Secures cash from bank for all events/meetings requiring a till.
- Deposits all cash/checks for events/meetings.
- Provides cash boxes for events/meetings.
- Maintains copies of all checks, deposit slips, bank records, and expense reports.
- Manages and oversees all disbursements, including scholarship awards.
- Submits payment to all vendors in a timely manner
- Keeps records of all receipts for events/meetings/functions.
- Works with the Vice Chair of Development to ensure thank you letters are sent to all donors for their tax records and ours.
- Receives, records and reports all donation information including but not limited to in kind donations.
- Maintains records of accounts, deposits, and expenditures using Quick Books
- Submits quarterly membership transmittal forms and corresponding payment to the State Treasurer.
- Works closely with cashiers at all events.
- Brings a checkbook for last minute purchases/reimbursements to all board meetings and functions.
- Creates and maintains a template for all reimbursements.
- Provides back-up/audits for the Vice Chair of Membership.
- Oversees and audit all expenses.
- Provides invoicing as needed for the chapter.
- Researches and implements investment opportunities.
- Manages and oversees certificate of deposit.
- Builds and develops relationships with banking institutions.

- Manages sales tax-free purchases and tax-free venues for FW Chapter
- Provides actual expenses to current and future Board for budgeting at end of year
- Makes recommendations to the Board concerning strategic planning in the areas of financial planning for HWNT-Fort Worth.
- Makes recommendations to the Board regarding membership financial requirements and policies.
- Makes recommendations to the Board regarding bylaw and standing rule changes concerning HWNT-Fort Worth finances and financial stability.
- Qualifications:
    - Shall have knowledge of financial systems. (i.e. QuickBooks)

**SECRETARY**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Record and report all minutes from Board meetings.
- Work with the Chair to identify a back-up Secretary if unable to attend meeting.
- Maintain digital copies of minutes to all meetings.
- Provide copy of digital files on drive to incoming board
- Check the P.O. BOX and disburse mail to proper owners, if necessary, and maintain list of key owners.
- Update online calendar with events, meetings and other key dates.
- Serve on Executive Board along with Chair, Chair-Elect, Treasurer, and Vice Chair of Membership

**PARLIAMENTARIAN**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Interpret and review Bylaws and Standing Rules during all meetings.
- Follow and implement Robert's Rules of Order.
- Take a copy of the Bylaws and Robert's Rules of Order to every board meeting.
- Prepare rooms for board meetings.
- Maintain an unbiased position as a non-voting member of the Board.
- Keep order during all Board meetings.
- Be a contributing and supportive member of the HWNT-FW Chapter Board.
- Take on other administrative or operational duties as assigned by the Chair

## EDUCATION CHAIR

- Direct and organize the Education Committee
- Coordinate and develop LIP sessions with partner universities with the assistance of the Education Committee to support student success.
- Foster and support relationships with Partner Universities, local ISDs, HWNT members, and community.
- Collaborate with the Scholarship Chair to plan the Scholarship Ceremony and help facilitate the LIP Scholarship.
- Communicate regularly with LIP students, mentors, volunteers, and committee members by having meeting dates and agenda in advance.
- Ownership of Education documents

- Manage Education webpage, www.lipfw.org,and Instagram account
- Oversee and supervise Volunteer and Mentorship Coordinators.
- Collect data and feedback to keep track of LIP student progress for grant purposes.

In order to remain unbiased, the Education Chair will not be allowed to mentor LIP students closely and can only provide input on scholarship applications as requested by the Scholarship Chair, Scholarship Committee or Board.

**SCHOLARSHIP CHAIR (keyholder)**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Oversee the HWNT scholarship program.
- Chair and organize the annual LIP Graduation & Scholarship Awards Ceremony
- Provide additional scholarship and financial aid info via social media and handouts at LIP sessions to current and past LIP Students.
- Pass info on to Volunteer Coordinators to share with LIP students to support their volunteer hour requirement.
- Foster and support relationships with all College Partners and their admissions and financial aid teams.
- Communicate with current LIP students to support their HWNT Scholarship Application and scholarship recipients to ensure funds are distributed and to provide general support through their college careers.
- Collaborate with the LIP Alumni Coordinator to support communications and connections through the LIP Alumni email list and LIP Alumni Facebook group.
- Form Selection Committee for existing scholarships.
- Develop scholarship opportunities with members, corporations, and universities.
- Own and maintain Scholarship documents.
- Work closely with the Education Chair.
- Collaborate with the Vice Chair of Development to develop scholarship fundraising.
- Work closely with the Treasurer to ensure that each scholarship recipient receives their award in a timely manner and before the funds expire. Establish appropriate checks and balances systems to ensure accuracy and integrity of the program.
- Check the P.O. BOX and disburse mail to proper owners, if necessary.

**HISTORIAN**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Custodian of all records to include historical records of the Chapter.
- Maintain the archives and history of the Chapter.
- Updates Photo Galleries through electronic files.
- Take Pictures at all events and post online in collaboration with the Vice Chair of Marketing & PR. and Technology Chair
- Provide someone to take photos if unable to attend meetings and events.
- Provide pictures, slideshows, etc. of board projects.
- Highlight accomplishments of current paid members periodically on web, social media, and newsletters.
- Be a contributing and supportive member of the HWNT-FW Chapter Board.
- Submit historical memorabilia to Fort Worth library to be archived on a quarterly basis

**STATE REPRESENTATIVE**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Attends the quarterly State Board meetings on behalf of the Fort Worth Chapter.
- Maintain a backup copy of State quarterly reports electronically in collaboration with the State Representative.
- Serves as a liaison between the State Board and the local chapter Board and supports 2-way communication between the groups.
- Represents the interests of the local chapter Board.
- Responsible for submitting quarterly reports on behalf of the local chapter in a timely manner.
- Ensures information from the State Board is shared with the local chapter Board and overall membership as appropriate.
- Be a contributing and supportive member of the HWNT-FW Chapter Board.
- Reports to local chapter on a monthly basis on Events, Special Recognitions, and submits reports that mimics the State Quarterly report

**TECHNOLOGY CHAIR**

- Represents the Network and Board in a positive, professional manner in the community and advocates for women's issues.
- Update and manage databases for partners and sponsors
- Responsible for staying abreast of new and emerging technologies within and outside of the organization as well as its implementation and deployment
- Serve as a resource for the Board if there are specific requests to implement new technology or objectively evaluate it risks
- Create procedures (handbook) on how to manage/update the organization’s website and other technology platforms as well as communicate to the board about other security threats based on industry standard (technology/non-profit)
- Collaborate with the Board to fulfill technology needs as they arise
- Participate in the selection of a Technology Committee to distribute and appropriately complete all technology requests submitted
- Responsible for annual budget creation for Technology of the Chapter
- Collect data points from board members for proper tracking & maintenance of records

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