

## Bryn Mawr Club of Washington DC

### Board Position Descriptions

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#### President

The President, a member of the Executive Committee, is responsible for the overall direction and oversight of Club activities. She works closely with the Vice President (or Co-President) to set long-range goals for her term and provides strategic and tactical support to other Board members, as needed. The President is also responsible for maintaining the Club's relationship with the College. At her discretion, the President may delegate tasks to other Board members. The President leads all Board meetings (approximately six meetings a year).

#### Vice President

The Vice President, a member of the Executive Committee, works closely with the President. In some instances, they may operate as co-presidents, consulting on many topics. In other cases, the Vice President may take responsibility for specific tasks or a specific, large task. The Vice President will develop and maintain an effective internal and external communications strategy and delivery in coordination with other board and club members. She will design, develop, and implement effective public outreach and messaging activities in various media (online, print, etc.) to alumnae in the D.C. area and to the greater BMC alumnae network. She will lead all stages of development of written publications across all media and will strengthen outreach and communications tools and platforms for the Board as well as track and monitor effectiveness of Club outreach and communications with alumni engagement. The Vice President will serve as a key point of contact to the College and to stakeholders of other professional/networking groups in the D.C. area, fostering relationships to help build and grow opportunities and membership for the Club. She is expected to attend at least one Club event per quarter. She attends Board meetings (approximately six meetings a year) and in the case of illness or absence of the President, the Vice President assumes the President's duties, including leading meetings. The Vice President is elected by the membership to serve a two-year term.

#### Treasurer

The Treasurer, a member of the Executive Committee, works closely with other members of the Board, in particular the President and Membership Chair(s). Her fiduciary responsibilities include preparing a balanced draft annual budget (in consultation with the President and other Board members); maintaining the Club's financial records and bank account(s); paying bills; maintaining online payment methods; providing the Board periodically with informal financial updates; receiving, recording, and depositing dues payments and contributions from Club members; filing tax forms; and preparing a year-end report. At the request of the College Alumnae Association, the Treasurer also prepares a brief annual financial report for submission to that office for tax purposes. She attends Board meetings (approximately six meetings a year) and regularly attends club functions as her schedule allows. The Treasurer is elected by the membership to serve a two-year term.

#### Secretary

The Secretary, a member of the Executive Committee, is responsible for attending Board meetings, writing minutes, and distributing them to the President and other Board members in a timely fashion. She also maintains and edits Club files, archives, and documents. She attends Board meetings (approximately

six meetings a year). The Secretary is also responsible for preparing the Annual Report. She coordinates synergy and alignment internally between the Club's various Committees. She can serve as a liaise, delegate, or substitute for other Club Board members for networking activity such as liaising with the College, the Lantern, and other alumnae clubs in the area. The Secretary is elected by the membership to serve a two-year term.

### Membership

The Membership Chair(s) are responsible for maintaining accurate records of Club membership each year. They enter information (from the dues forms or other means) into an Excel spreadsheet program; work closely with the Treasurer to tally members' contributions/records; report on Club membership numbers; correspond with Club members and potential members as needed through the membership Gmail account; recommend recruitment activities, as necessary; and create reports that break membership down by class year, geographic region, etc. Using the spreadsheet of members, they compile the membership Directory for distribution to the Club members. They will distribute email PDFs of the Directory as well as the newsletters prepared by the Newsletter Editors to Club members requesting the electronic version. Each chair is expected to attend at least one Club event per quarter. One Chair should attend each Board meeting (approximately six meetings per year). The Membership Chair(s) are appointed by the Board, following consultation with the Nominating Committee, each for a two-year term.

### Newsletter

The Newsletter Editor is responsible for producing frequent, relevant, up-to-date communications to area alums. She will work closely with the Communications Chair, the Webmistress, as well as other board members, alums, and the College, as needed, to develop newsletter content that is relevant to area alums (e.g., upcoming event announcements, news from or about local alums, news about the College, etc.). She is expected to attend at least one Club event per quarter. She should attend each Board meeting (approximately six meetings per year). The Newsletter Editor is appointed by the Board, following consultation with the Nominating Committee, for a two-year term.

### Webmistress

The Webmistress will work closely with the Communications Chair and Newsletter Editor to ensure that all outreach and messaging on online and social media platforms are implemented as needed. She will also work closely with the Communications Chair to track & monitor the effectiveness of media outreach and measure alumni engagement on online platforms. She is expected to attend at least one Club event per quarter. The Webmistress is appointed by the Board, following consultation with the Nominating Committee, for a two-year term.

### Programs

The Club sponsors programs throughout the year, which traditionally include the Boiled Owl Potluck (usually in November), a Winter Luncheon with speaker (typically held in February), and the Annual Meeting/May Day Celebration (typically held on or near May Day). Programs are often informal gatherings with modest refreshments, alumnae authors or speakers, local tours, or exhibits of special interest. The Chair(s) manage all aspects of designing and implementing events (including researching event venues and program possibilities; developing program ideas and a program schedule in consultation with the Board; selecting an *ad hoc* Program Committee from a large list of Club member volunteers; assigning volunteers to work on projects or events; ensuring that the projects are on track; coordinating

refreshments and supplies; and maintaining RSVPs). Program Chairs or their delegates invite and coordinate with speakers and other program participants; schedule the event's date and venue (the Club maintains a list of Club members who have volunteered the use of their homes or offices); and arrange for refreshments and other equipment, as appropriate. The Program Chair(s) are also responsible for coordinating with the Communications Chair to publicize future Club events in the Club newsletter and through social media outlets. One Program Chair should attend each Board meeting (approximately six meetings per year). The Program Chair(s) are appointed by the Board, following consultation with the Nominating Committee, each for a two-year term.

### Junior Club

The Junior Club VP(s) plan(s) programs and activities geared to alumnae from the ten most recent graduating classes (although all events are open to the entire membership). She is also responsible for familiarizing recent graduates with local alumnae activities and services (e.g., Career Counseling) and the Club and for encouraging them to become members. She serves as a liaison for the Junior Club's suggestions to the larger DC Club. The Junior VP(s), assisted by other recent alumnae recruited by her, is responsible for developing program ideas and scheduling programs, and coordinating with the Communications Chair to publicize the programs in the Club Newsletter and social media outlets, sending email invitations to young alumnae, and making program arrangements (including finding locations, coordinating refreshments and supplies, taking RSVPs, setting up, and cleaning up). She reports on Junior Club activities at Board meetings. One VP should attend each Board meeting (approximately six meetings a year). The Junior VP is appointed by the Board, following consultation with the Nominating Committee, to a two-year term.

### Mailing

The Mailing Chair(s) are responsible for mailing newsletters, membership directories and other communications to Club members who have requested hard copy communications (approximately three to seven regular mailings per year). The Membership Chair(s) work closely with the Mailing Chair(s) by providing lists of alumni who have requested hard copies of documents. Mailing Chair duties include purchasing supplies necessary for the mailings (mailing labels, stamps, etc.); arranging to have the documents printed (including having the availability and ability to pick up documents from the printer; obtaining volunteer assistance to collate, label, and stamp the mailings; and coordinating bulk mailings. Each Chair is expected to attend at least one Club event per quarter and to be available during the week to pick up printed materials when needed. One Co-Chair should attend each Board meeting (approximately six meetings per year). The Mailing Chair(s) are appointed by the Board, following consultation with the Nominating Committee, each for a two-year term.

### Nominating Committee

Members are responsible for identifying and recommending potential members for the Club's Board of Directors, and/or other positions, as needed. They should also encourage area alumnae to serve on the Club's Board and to participate in Club events, meetings, and other related gatherings. The Committee, in consultation with the Executive Board, identifies candidates for appointment by the Club Board to other Board positions and for interim replacements when vacancies arise. Members attend Committee meetings at which they confer confidentially to identify and select nominees for Board positions. The Committee presents a slate of nominees for Executive Committee and Nominating Committee positions for election by Club members at the Annual Meeting and recommends a slate of other Board positions to the Board for consideration and appointment. Each representative from the Committee (Members and Chair) is

expected to attend at least one Club event per quarter. One representative from the Committee should attend each Board meeting (approximately six meetings per year). Members, who include the Nominating Committee Chair and three or more Nominating Committee members, are selected by the membership to serve two-year terms.

### Nominating Committee Chair

The Nominating Committee Chair is selected by the Nominating Committee in consultation with the Executive Board for a one-year term and is responsible for overall leadership and management of the Club's Board nominating activities and initiatives. Specific duties include:

- Submitting a piece for the January newsletter soliciting nominations for open positions;
- Setting a timeline with the President to announce the slate in the newsletter so that it appears three weeks before the date of the Annual Meeting;
- Holding confidential meetings with Nominating Committee members to identify potential candidates;
- Organizing communication with possible candidates – explaining the positions and responsibilities to the nominees;
- Submitting a slate of nominees for inclusion in the April newsletter;
- Announcing the slate at the Annual Meeting.

*Updated June 13, 2017*