

Section F. Duties and Powers

The general responsibilities of each officer on the Board of Directors positions shall be the following:

PRESIDENT AND BOARD CHAIR:

Position Summary: *Manages and recruits all Board and Staff positions; leads Board meetings; directs monthly membership meetings; ensures member benefits delivered per strategic plan; develops operating budget in conjunction with other Board members. Collaborates with the Board to define and articulate the organizations vision, develops strategies for achieving the vision, and develops future leadership within the organization*

VICE PRESIDENT:

Position Summary: *Acts as President when needed; responsible for special projects (e.g. Strategic Planning, Research, Organizational Structure); assistance with General Meetings, filling vacancies*

DIRECTOR OF MARKETING:

Position Summary: *Oversees all Marketing efforts, including all outgoing communications, public relations and publicity, and brand awareness building*

DIRECTOR OF PROGRAMS:

Position Summary: *Creates and manages all programs and events, including identifying speakers and facilitating their visits, getting budget approval from the Board for all programs, provides information necessary to the Assistant to the Director of Marketing; copywriting for promotional messaging. Facilitates the speaker visits, and submits monthly program expense reports to the Board.*

DIRECTOR OF DEVELOPMENT:

Position Summary: *Oversees outreach to philanthropic individuals and organizations that support the arts, education, and community development; as well as oversees fundraising events and grants writing. Works with the Board to establish financial goals, messaging.*

DIRECTOR OF EDUCATION:

Position Summary: *Responsible for educational outreach, distribution of scholarships, and other philanthropic activities*

TREASURER:

Position Summary: *Responsible for general financial oversight, taxes, and financial planning (forecasting) and budgeting. They shall provide regular reports to the Board of Directors on the financial health of the Guild as requested.*

SECRETARY:

Position Summary: *Records meeting minutes; manages PO Box and storage facilities; maintains and updates by-laws and other Guild documents as needed*