

ALLIANCE FRANÇAISE DUPAGE, INC

BOARD AND LEADERSHIP TEAM JOB DESCRIPTIONS

General notes

All Alliance Française DuPage, Inc. (AF DuPage) Board Members and Leadership Team members are expected to fulfill the below responsibilities:

- **assisting the President and Vice-President on day-to-day AF DuPage operations.**
- **serving as AF DuPage ambassadors, volunteering with outreach programs.**
- **attending at least 2 public events per month (in-person or online).**
- **attending Board/Leadership team meetings as scheduled.**

Board Members and Leadership team members shall not receive any financial compensation for work performed for AF DuPage. All positions are volunteer positions.

LEADERSHIP TEAM ROLES

AF DuPage operations shall be conducted by the President and Vice-President who oversee specific areas as described below.

General notes:

- **The President and Vice-President will cover each other's functions in case one is not able to fulfill their duties due to vacations, illness or other emergency situations.**
- **They will discuss current operations regularly, at least once per month.**
- **They should both possess, at minimum, an intermediate level of written and spoken French.**
- **They shall be assisted by Board Members, Leadership Team members and general AF DuPage members in their positions.**
- **Time commitment will average 10-15 hours a week, depending on activity levels.**

President

The President's areas of responsibility shall be the following:

Governance

- Schedules, runs and creates agendas for meetings of the Board and Leadership Team.
- With assistance from the **Secretary**, keeps organizational records (minutes, bylaws, committee reports, governance documents etc)
- Maintains AF DuPage Google Drive account and gives other users access to documents and folders as needed.
- With assistance from a **Nominating Committee**, ensures that candidates for new positions are lined up.
- With assistance from the Board, develops strategies to maintain the organization's growth and success, and addresses resolution of governance issues that may arise.

Finance and Membership

- Meets with the Treasurer and Finance Committee twice a year to review AF DuPage finances and to set up budgets.
- Acts as a co-signer of checks for payment of AF DuPage expenses, along with the Treasurer and/or Finance Committee Chair
- Approves expenses incurred by AF DuPage.
- Meets at least twice a year with the Membership Chair to review membership counts and discuss membership growth strategies as needed.

External relations

- Manages correspondence sent to the main AF DuPage email account.
- Acts as liaison with the Fondation des Alliances Françaises, the Federation of Alliances Françaises USA, the Cultural Services of the French Consulate in Chicago and comparable government organizations in the Chicago area.
- Represents AF DuPage at the annual Federation of Alliances Françaises USA Convention.
- Keeps an IntrAlliances account for communication with AF chapters worldwide.
- Completes the annual Questionnaire sent by the Fondation des Alliances Françaises.

Vice President

The Vice-President's areas of responsibility shall be the following:

Programming

- Maintains the AF DuPage calendar, including events offered to members, to the public, as well as internal events, such as Board/Leadership/Committee meetings.
- Manages AF DuPage Zoom account.
- Works with the Programming Committee to ensure development of AF DuPage programs.

Communications

- Develops and sends monthly Nouvelles bulletins to all AF DuPage members and other contacts.
- Manages and responds to member sign-ups to events requiring advance registrations and sends Zoom Link/Meeting instructions to event respondents.
- Works with the Communications Committee to ensure smooth communication for AF DuPage programming.

Treasurer

Main responsibilities:

- Manages the AF DuPage bank account, PayPal account and other accounts (CDs, investment accounts, endowments etc)
- Signs checks and meets with the President or Finance Committee Chair to co-sign checks as needed.
- Prepares monthly account statements to share with the Board and Leadership team.
- Files annual tax reports to the Internal Revenue Service and to the State of Illinois.
- Collects mail from the post office box in Naperville on a weekly basis.

- Works with the Membership Chairperson to ensure membership payments are accounted for.
- If unable to fulfill duties, contacts the President to ensure coverage of the responsibilities of the treasurer role.

Secretary

Main responsibilities:

- Attends all meetings and distributes minutes of those meetings within 3 weeks of the meeting date.
- Works with the President to compile meeting agendas and maintains running lists of items for discussion at future meetings. Distributes agendas ahead of meetings.
- Acts as **historian** of the organization by keeping a record of documents (bylaws, meeting minutes etc.) and past events.
- If unable to fulfill duties, contacts the President to ensure coverage of the responsibilities of the secretary role.

Membership Chair

Main responsibilities:

- Processes new memberships and membership renewals.
- Emails members confirming receipt of their renewal and highlighting the benefits of being an AF DuPage member.
- Recommends partnerships to offer discounts to AF DuPage members.
- Sends membership renewal reminders to lapsed members.
- Manages member lists on Mailchimp and Punchbowl.
- Validates member Culturethèque accounts on a weekly basis.
- If unable to fulfill duties, contacts the President to ensure coverage of the responsibilities of the membership chair role.

BOARD MEMBERS

There will be a minimum of 3 Board Members – any quantity thereafter allowed with a preference for an odd member of Board Members. Board members are elected for three-year terms at the Annual Meeting of Members. Terms are staggered so that no more than 2 Board members complete the normal rotation each year.

Main responsibilities in addition to those on page 1 of this document:

- Attend a minimum of 2 Board Meetings per year as scheduled by the President.
- **Serve as Chair of a Committee and take ownership of its operations.**
- Approve rules and regulations governing the conduct of AF DuPage business, including the conduct of the Corporation's Directors, officers, employees, and contractors.
- Appoint Leadership Team Officers, including but not limited to President, Vice-President, Secretary, Treasurer, Membership Chair, and at their sole discretion, appoint other officers at an annual Meeting of Members or at a regular or special meeting of the Board.
- Provide financial and administrative oversight of AF DuPage.
- Recommend and vote on bylaw amendments as needed, on behalf of AF DuPage members.

INDIVIDUAL COMMITTEES

Committees will assist the President and Vice-President on a regular basis throughout the year. *Each committee will be chaired by a member of the Board who will be responsible for that committee's operations, and for staffing their committee.*

Committees may include AF DuPage members who are not part of the Board or Leadership Team.

The AF DuPage President is a de facto member of each committee and can assist committee chairs in their functions.

Programming Committee

This committee develops our calendar of public and members-only events throughout the year. Chaired by a Board Member, it includes at least 3-4 individuals who can divide responsibilities among themselves or as assigned by the Programming Committee Chair.

The Committee holds a 1-hour meeting once per month for calendar planning purposes.

Committee responsibilities include:

- Setting up events and acting as liaison to local organizations such as the Connexion Française at College of DuPage, libraries, community centers etc.
- Scheduling recurring conversation groups, as well as special events such as Bastille Day programs, holiday parties, cultural lectures, social events, etc
- Running Zoom programs.
- Liaising with Book Club, Cine Club, Language Workshop planners, to ensure their schedules are set.
- Coordinating party supplies, refreshments, event volunteers.
- Providing all event details to the Vice President and Communications Committee once finalized, to ensure details on events are advertised to members and the general public. All details on events should be confirmed within 30-60 days of event dates to ensure efficient communication on the events.
- Working with the Treasurer to make payments as necessary for event deposits, fees etc.

Communications Committee

This committee involves all aspects of AF DuPage external communications. It is chaired by a Board member who will work with the Vice President and supervise the following functions, which may be owned by one or several people within the AF DuPage community. The committee is also responsible for seeking process and technology improvements to keep the communications process efficient and user-friendly for the AF DuPage community.

Email Communications Editor

- Schedules individual event reminders on Mailchimp for all events with information provided by the Vice President and Programming Committee.
- Manages our subscription to Mailchimp and works with the Treasurer on managing subscription payments to the Mailchimp platform.
- Provides analytics such as subscriber count and open rates annually to the President for reporting on the Fondation's Questionnaire.

Website Manager

- Updates the AF DuPage website on a regular basis with information provided by the Vice President and Programming Committee.
- Manages payments and subscriptions to our website and domain hosting services and works with the Treasurer on payments/expense reimbursements.
- Provides website analytics to the President annually for reporting on the Fondation's Questionnaire.

Social Media Administrator

- Maintains our social media accounts (Facebook/Meetup/Instagram etc.)
- Creates private member event invitations on Punchbowl platform.
- Manages our subscription to our social media platforms as needed and works with the Treasurer on managing payments/reimbursements for those subscriptions.
- Provides social media analytics to the President annually for reporting on the Fondation's Questionnaire.

Event Photographer(s)

- Take pictures at AF DuPage events.
- Post on our social media platforms or send photos to the Social Media Administrator.

Nominating Committee

Chaired by a Board Member and assisted by other members of the AF DuPage community, this committee will:

- Identify potential AF DuPage members who might be candidates for Board and/or Leadership team positions.
- **In the 60 days leading up to the Annual Meeting of the Membership**, develop a slate of candidates and create a ballot for members to vote for the proposed candidates at the Annual Meeting.

Finance Committee

Chaired by a Board member, this committee will:

- Keep financial records for the organization
- Recommend areas for cost savings
- Write grant applications as necessary
- **In the 60 days leading up to the Annual Meeting of the Membership, the Finance committee will develop a budget** to be reviewed by the Board, and voted on by AF DuPage members at the Annual Meeting.
- Finance Committee chair will be an approved signatory of checks for AF DuPage in conjunction with the President and Treasurer.