

FOHW Association Executive Board Position Descriptions

CHAIRPERSON

The **Chairperson** is responsible for making sure that each meeting is planned effectively, conducted according to the bylaws, and that matters are dealt with in an orderly, efficient manner. The **Chairperson** must make the most of all his/her committee members, building and leading the team. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Chairperson:

- Strong communication skills
- Genuine interest in FOHW and active participant
- Excellent facilitation skills
- Demonstrated administrative skills

VICE CHAIRPERSON

In the absence or unavailability of the Chairperson, the **Vice Chairperson** will perform said duties. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Vice Chairperson:

- Strong communication skills
- Genuine interest in FOHW and active participant
- Excellent facilitation skills
- Demonstrated administrative skills

TREASURER

The **Treasurer** will have charge of funds, deposit money, pay bills, present profit/loss statements monthly, present a copy of bank statements quarterly for the record, research and initiate needed event insurance coverage for Ducky Day and FOHW, prepare and submit yearly reports required by the State of NH and the IRS. The **Treasurer** also works with the auditor in a way that meets recommended accounting standards. Time commitment fluctuates depending on the month. June, August, and the end of fiscal year (December 31) involve more time. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Treasurer:

- Comfortable working with financial information and data
- Keeps clear records in a timely manner
- Follows accepted accounting practices
- Willingness to explain financial information and data if asked
- Willingness to learn about 501(c)(4) requirements and regulations
- Trustworthy
- Good communication and interpersonal skills

SECRETARY

The **Secretary** is responsible for ensuring Committee and Executive board meetings are effectively organized and minuted, and circulated, as well as maintaining effective records and administration. In addition, the secretary maintains contact information for members and

friends of the Committee. Approx. 4 hours of work per month. Term of office is one (1) year, with the possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Secretary:

- Methodical and attention to detail
- Well organized
- Able to take accurate notes
- Efficiently distribute necessary materials and correspondence to members

DIRECTORS (5)

In the absence or unavailability of the Officers, the Director(s) will stand in for voting and decisions that would have otherwise been made by Officers. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms. In addition, each Director will lead or co-lead in a significant area of need, or one significant event (see below).

Qualities of an effective Director:

- Strong communication skills
- Genuine interest in FOHW and active participant
- Well organized
- Demonstrate facilitation skills

It is the goal of the FOHWA that each officer and director take a leadership role in the process of organizing FOHW or of one significant event. Examples include:

- **Artwork and Merchandise** (lead all discussions on FOHW theme artwork, design, printing, and merchandise ordering, tracking, and sales, ordering of merchandise, and coordination of volunteers to assist in sales at designated events)
- **FOHW and Event Promotion** (in collaboration with the Executive Board and Event Leads, develop and implement a comprehensive FOHW and event promotion strategy; design all creative and copy for website, social media platforms and listserv, local and state media sources, and other digital promotion)
- **Community Liaison** (coordinate with Event Leads and outside groups whose events are part of FOHW to ensure balanced and accurate program of events)
- **Grand Marshal Selection** (facilitate the formation of the Selection Committee and serve as adviser for/coordinator of its work identifying and nominating Grand Marshal candidates; interview and write short narrative Grand Marshal bio, secure parade vehicle and door magnet/s, and serve as the liaison between FOHW and the Grand Marshal)
- **Sponsorships** (review prior year's Sponsorship strategy and recommend improvements for current year; collaborate with Sponsorship Committee to establish clear fundraising goals, sponsor benefits, and stewardship of sponsors throughout and following FOHW)
- **Logistics** (in collaboration with the Executive Board and Event Leads, develop and implement a plan for all logistical needs throughout FOHW - including event set-up/break-down, delivery and storage of necessary event equipment such as tents, tables, chairs, supplies)
- **Significant Event Lead/Co-Lead** (Ducky Day, Lawn Party, Parade, Ice Cream Social, 5K, Pancake Breakfast – please note: Event Leads are not limited to Directors and Officers; any FOHW Association member may serve as a Significant Event Lead or Co-Lead)