

# CRWC Board Position Descriptions- Suggested Guidelines

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**Introduction:** These guidelines are to be used as a reference guide to define the specific job duties, and responsibilities, along with general qualifications for each Colorado River Women's Council (CRWC) Board Member.

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**Objective:** To provide each CRWC Board Member with a clear individual responsibility and commitment understanding.

## General Qualifications and Objectives for All Board Members

**Qualifications:** This is an extraordinary opportunity for an individual who is passionate about CRWC's mission and who has a track record of leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the non-profit sector. Ideal Board members will have the following qualities:

- Commitment to and understanding of the CRWC's beneficiaries, preferably based on experience.
- Have integrity, credibility, and a passion for improving the lives of CRWC's beneficiaries.
- Favorably represent the CRWC.
- Works well with others and have the ability to accept suggestions in a positive manner.
- Have a clear understanding of and ability to carry out all policies, procedures and by-laws relevant to the CRWC.
- Possess skills necessary for facilitating relationships and building consensus among diverse individuals.
- Ability to network within the community, build relationships, generate leads, and identify opportunities that encourage those outside the organization to support the CRWC vision and mission.
- Ability to support the organization's fundraising efforts by: making a personal contribution; identifying donors; attending fundraising events and soliciting funds.
- Flexibility to attend 1-2 hour Board meeting held once a month as determined by the Board.
- Currently an active CRWC member.

## Board Position Descriptions

### President:

The President is responsible for ensuring that the Board of Directors and committee members are aware of and fulfill their governance responsibilities, by complying with all applicable laws, CRWC Bylaws, Policies and Procedures and established Code of Ethics. The President is a member of the Executive Board and must have held a Board of Directors position in a previous year.

In order to fulfill these responsibilities subject to the organization's Bylaws, the President must be organized and possess a variety of leadership skills in order to preside over meetings, propose policies and practices, sit on various committees, monitor the performance of Directors and Officers, submit various reports to the Board, funders, and to other "stakeholders". Also, the President proposes the creation of committees; appoints members to such committees and performs other duties as the need arises and/or as defined in the Bylaws. The President needs to have flexibility in her schedule and the ability to commit to the CRWC.

### Meetings:

- Establishes day and time of monthly Board meetings in addition to following established protocol in CRWC Bylaws.
- Prepares the agenda for Board and General Membership meetings and e-mails the agenda to the Board of Director's no later than 24 hours prior to the respective meetings.
- The President presides over meetings of the Board of Directors. In this capacity, the President conducts the meetings according to the CRWC Bylaws and Robert's Rules of Order. The President seeks to encourage all members to participate in discussion, and arrive at decisions in an orderly, timely, and democratic manner.
- Grants or denies approval of the distribution of all promotional, political, business or other printed materials at the general membership meetings.

**Board Committees:** The President serves as an ex-officio member of all Board committees. In this capacity, the President's role is:

- To serve as a voting member of the committee.
- To assist the committee chairperson in the resolution of potential problems, and if necessary, brings the issue(s) in question before the Board of Directors.

**Community Relations:** The President ensures that the organization maintains positive and productive relationships with the media, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the CRWC. Duties may include:

- Representing the CRWC to the media.
- Representing the CRWC on governmental or non-governmental organizations and committees.

- Timely and appropriate reporting of Board decisions and actions to members and/or donors.
- Tracks accountability & deadlines

**Signing Officer:** The President is one of the three signing officers. In this capacity, the President is authorized to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of organization.

**Board Development:** The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

**Fund Raising:** The President ensures that structures and procedures are in place for securing the resources required by the organization.

**Delegation:** The President may assign tasks and delegate responsibilities to Board committees and/or Directors.

**Key Holder:** Holds one of the two post office box keys and storage keys. Makes access to storage available to board members when appropriate.

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**Vice President:**

The Vice President is a member of the Executive Board.

**Specific Duties**

- Performs duties requested by the President.
- Oversees all Presidential duties when President is unavailable.
- Maintains and monitors By-Laws and committee guidebooks
- Holds one set of keys to the storage shed and is responsible to assist people needing access to storage and maintains storage organization.
- Assist President in monitoring activities, events, etc.

Ideal candidates will have the following qualifications:

- Flexibility in their schedule and the ability to commit at least 15 hours per month to the CRWC.
  - Ability to speak in public and take on Presidential responsibilities in absence of President.
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**Secretary:**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements. The Secretary is a member of the Executive Board.

**Specific Duties**

- Keeps minutes of the Board Meetings including according to Robert's Rules, but not limited to:
    - Date, time, location of meeting;
    - List of those present and absent.
    - Time called to order;
    - List of items discussed;
    - List of reports presented;
    - Text of motions presented and description of their disposition;
    - Time adjourned.
  - Maintains Board Member attendance spreadsheet including both excused, unexcused, and tardiness.
  - Emails minutes to the President within 2 business days of said meeting.
  - Updates and distributes the Board Member Roster to fellow Board Members as needed.
  - **Custodian of Records:** The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, lists of Directors, Board and committee meeting minutes. All other official records are maintained by the Treasurer.
  - **By Laws:** The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.
  - **Meetings:** The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected.
  - **Signing Officer:** The Secretary is one of the three signing officers.
- Ideal candidates will have the following qualifications:
- The flexibility in their schedule to accommodate at least 10 hours per month for CRWC.
  - Intermediate to advanced typing skills.
  - Intermediate to advanced MS Word skills.
  - Organized, with strong proof reading skills.

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**Treasurer:** The Treasurer is a member of the Executive Committee.

**Specific Duties**

- **Records to be maintained:**
  - The fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>.
  - Copies of all bills and receipts for every item reimbursed
  - Copies of bank statements, reconciliations, and cancelled checks
  - Copies of receipts for cash accepted
  - One Luncheon Receipt Book for member luncheons
  - One Master Receipt Book for all other CRWC club receipts
  - Responsible for filing the Corporate Report yearly.

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- Interacts with the insurance company as needed and keeps a copy of the General Liability and Directors and Officers policies.

**Reporting:**

- All Treasury transactions must be reported and approved at monthly Board Meetings. Treasurer must distribute the financial report to the Board via e-mail 24 hours prior to the Board meeting.
- A projected budget must be prepared with the President and the Past President at the beginning of July.
- The proposed budget is to be submitted for Board approval at the August Board meeting. A "To Date" budget, showing the actual transactions beside the proposed transactions, is distributed at each succeeding Board meeting.
- Creates additional budgets and monitors financial transactions for all major projects.
- Financial reviews are to be conducted in accordance with the By-Laws. See Treasury section 1.02.11 for details.

**Filing of documents:** Is the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served.

**CRWC General Membership Meetings:**

- Money will be collected by two CRWC members at the door or monthly general meetings. Money is passed to the Treasurer.
- The Treasurer deposits the proceeds into the CRWC bank account.

**Additional duties:**

- The Treasurer is one of the three signing officers. The Past Treasurer will be responsible for the filing of new signature cards at the bank for the incoming signing members of the Board.
- Holds one of two keys to the post office box. Checks the mail once a week or advises the President if this is not possible.
- Ideal candidates will have the following qualifications:
- The flexibility in their schedule to accommodate at least 15 hours per month for CRWC.
- Intermediate to advanced skills in QuickBooks and prior bookkeeping experience.

**Past President:**

- Chairs the Board Position Nominating Committee according to the guidelines in the Bylaws.
- Performs other duties as requested by the President.

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**Program Chairperson:**

The Program Chairperson may choose to share her duties with a Co-Chair. The Co-Chair does not have a vote on the Board of Directors.

Works with the Board planning a monthly luncheon program and an evening program meeting which is informative and of interest to the general membership. When booking speakers, Program Chair is aware that speakers may not sell or promote commercial products or services. Political speakers are prohibited unless all candidates running against each other are invited on

an equal platform. Distribution of all promotional, political, business or other printed material must have prior approval from the CRWC President prior to distribution.

### **Specific Duties**

- Presents potential ideas to the Board of Directors for approval before booking the event location, speaker, theme, caterer, food choices & price no less than 90 days prior to event.
- Arranges event location, speakers, caterer, and secures pricing for the general membership meetings 60 days prior to event.
- Receives and maintains monthly updates on member e-mail addresses from the Membership Chair.
- Sends an invitation to all members no less than 14 days before the event.
- Collects the responses from the members and orders an equal number of meals.
- May be asked to periodically forward approved e-mail from the President.
- Oversees the set-up/clean-up of the luncheon facility.

Ideal candidates will have the following qualifications:

- The flexibility in their schedule to accommodate approximately 10 hours per month for CRWC.
- Ability to send electronic invitations.
- Intermediate Excel skills.

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### **Membership Chairperson:**

- The Membership Chair ensures that official CRWC membership records are current and available as needed.
- Maintains the Master Member Contact List in Excel, listing first and last names in separate cells. Information should include email address, mailing address, telephone number, birth month and day, and business affiliation where applicable.
- Arrives at General Membership Meetings no later than 5 minutes before the time the doors are scheduled to open.
- Meets and greets members and guests. Ensures that guests have name tags.
- Maintains current electronic copies of the CRWC Brochure and the membership application. Hands out printed copies to guests and members as needed.
- Collects new membership information and any other member information changes necessary. Inputs the information into the Master Constant Contact List. Highlights new member information and other changes in red. Sends a welcome email to new members and confirms

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correct email address. Sends the revised list to the President, Program Chair within 72 hours.

- Maintains an updated email distribution list. Membership Chair may be called upon to forward email to the General Membership during the month.
- Sells, orders, and writes receipts for name badges. Passes money collected to the Treasurer for deposit.

Ideal candidates will have the following qualifications:

- The flexibility in their schedule to accommodate approximately 6 hours per month for CRWC.
- Intermediate skills in Excel and Word necessary.

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**Hospitality Chairperson:** The Hospitality Chairperson may choose to share her duties with a Co-Chair. The Co-Chair does not have a vote on the Board of Directors.

- Arrives at the General Membership Meeting no later than 11am.
- Maintains \$100 in small bills to be used for change.
- Greets attendees and collects money for the meal and the 50-50 tickets using the check in list at the General Membership Meeting.
- Writes receipts to members at the General Membership Meeting as requested.
- Counts the money after everyone has checked in. The money and the check in list are passed to the Treasurer for the final count
- Provides the President with the winners' share of the 50-50 money to be presented to the drawing winner at the end of the meeting.
- Creates a check-in list for the entrance table and emails the Excel version to the Hospitality Chair and Treasurer no later than 10am on the day of the event. Check-in list must be formatted in Excel, the same way as the membership list with first and last name in separate cells. There must be separate columns for meal money collected, 50/50 money and the total.
- Tracks attendance & volunteerism on an Excel spreadsheet in an agreed upon format.

Ideal candidates will have the following qualifications:

- The flexibility in their schedule to accommodate approximately 10 hours per month for CRWC.

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**Publicity Chairperson:**

- Maintains and monitors articles in the Mohave Valley Daily News on a weekly basis.
- Creates, promotes and publishes events held by the CRWC and

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subcommittees via radio, newspaper, TV & social media.

- Invites media to all CRWC major events.
- Takes photographs at all CRWC events.
- Maintains and updates the CRWC website & Facebook page.
- Creates a newsletter for the CRWC website on a quarterly basis.
- Creates special event flyers and sends them to the President and special event Chair for approval.

Ideal candidates will have the following qualifications:

- The flexibility in their schedule to accommodate approximately 25 hours per month for CRWC.
- Advanced skills in Facebook preferred.
- Intermediate to advanced skills in Publisher and/or Photoshop to create special event flyers.
- Excellent writing skills, with the ability to write PSA's and newspaper articles.

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## Event Chairperson

- Responsible for awareness of various Community Organization's events.
- Presenting potential and upcoming ideas to the Board of Directors for approval for event participation no less than 90 days prior to event
- Present potential sponsorship opportunities for other organization's events.
- Responsible for obtaining/taking photos of all CRWC attended/participated in events and forwards to Publicity Chairperson
- Maintains supplies needed at events, arranges for pickup and delivery of supplies to/from the CRWC storage shed.
  - Event Box – misc. supplies, i.e. scissors, tape, pens, CRWC brochures, applications, extension cord, etc
  - CRWC Tablecloth, Banner, etc.

## History of Document

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### Document History:

- Created by the CRWC Board Member Job Descriptive (Bonnie Tarloff, Tamara Powers, Maureen Anderson Golden, Rosemary Mays) May 2012
- Approved by the CRWC Board on April 3, 2012
- Revised and Approved by CRWC Board on March 2