

# **ITGULFCOAST.ORG**

## **BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES**

### **Chairman (President)**

- Organize board members to set and meet annual goals
- Ensures that all board members and committees are fulfilling their responsibilities and commitments.
- Ensure that organization follows established calendar and procedures to meet annual goals.
- Prepares and presents annual report at annual meeting with input from board and committees.
- Sets agenda for monthly meetings
- Introduces meetings
- Calls, plans and runs BOD meetings
- Coordinates annual election of board members.
- Acts as a liaison to related organizations such as local chambers and technology councils and joint events.
- Appoints committees as needed.
- Sets up meeting space at beginning of calendar year.

### **Vice President (Program Chair)**

- Stands in for Chair if he/she is unavailable to chair a meeting.
- Acts as Program Chair.
- Sets a program strategy for the year's presentations.
- Solicits speakers for monthly meetings.
- Submits program information to webmaster/pr chair (bio, topic title, abstract) on a timely basis for update on itgulfcoast.org website, event management website.
- Confirms meeting facilities and speaker requirements.

### **Assistant Program Chair**

- Coordinate menu/food orders based on number of RSVP's.
- Ensures that food is delivered or picked up and brought to the meeting. Will need a Compass Check card to pay for food.
- Assists Program Chair as needed in soliciting speakers and gathering speaker information.
- Inputs speaker information into website and eventsbot.com. (Note: This task can be shared with communications chair or the webmaster. )

### **Treasurer**

- Collects money at meetings, makes deposits, and summarizes meeting finances. Brings change, bank book, checkbook to meetings.
- Balances bank accounts, prepares financial statements and maintains financial records.
- Provide financial reports to Chair for inclusion in annual report.
- Responsible for online access to bank accounts and Paypal account. Moves meeting income from Paypal to bank account. Pays eventsbot fees via Paypal.
- Sends email notification to no-shows immediately after meeting to get paypal payments sent.
- Maintains records of sponsors each year.
- Maintains a list of userid's and passwords for all of the organization's systems.

- Prepares invoices to send to sponsors. Ensures that webmaster updates website with new sponsor information.

### **Secretary**

- Takes minutes at BOD meetings.
- Maintains corporate paperwork with state and IRS.
- Collects mail at Post Office. Ensures that Post Office rental is paid each year.
- Uploads meetings and organization documents to website.
- Assists program chair as necessary.
- Keeps corporate seal and physical records (in corporate book).
- Ensures that organization's procedures are written and updated and available on the website (public facing side is fine).
- Prepares letter for the bank showing the new officers for signature cards.

### **Webmaster**

- Updates websites with meeting info (itgulfcoast.org, eventsbot.com)
- Adds new features to website as needed or coordinates changes with Bit Wizards resources.
- Adds pictures and speaker presentations to the website after a meeting.
- Adds sponsor descriptions to website.
- Manages ITGULFCOAST LinkedIn group.
- Manages itgulfcoast.org email aliases.

### **Communications/Publicity Chair**

*This could be a separate job or could be part of the webmaster's job or part of the assistant or program chair. Depends on director skill sets and time.*

- Writes press releases and mails as appropriate. Ensures that our meetings are listed in local newspapers and appropriate websites.
- Solicits news items from BOD members and creates monthly newsletter (icontact) and sends meeting invites to subscriber list.
- Edits verbage on websites as needed.
- Posts meeting notices on social media sites

### **Education Coordinator**

- Works with local academic foundations to be sure proper documents are on file with their organization. Maintains a relationship with our foundation contact. (Makes sure they are receiving our email invites).
- Foundation will advertise and select a student for the scholarship in the fall to be awarded at our December meeting.
- Sends letter with check to academic foundations in October asking for notification of student selected no later than November 15h.
- Invites the student and their academic representative to our December joint social to accept their award.
- Obtains student bio information, writes a press release for distribution after presentation, takes pictures at the presentation.
- PR Coordinator will help with publicity and webmaster will update the website if needed. There is a scholarship page on the website where we include the names and bios of students each year. We should be sending this out to the media as well.

### **Sponsorship Committee**

- Responsible for meeting organization's goal for fundraising through corporate sponsorship.
- Make recommendations to the BOD for sponsorship levels and programs.
- Solicits sponsorships from local businesses. Coordinates with treasurer, website manager and program chair to ensure that checks are received, website is updated, sponsors are added to mailing list and are invited to present at a future meeting.

### **Technology Committee**

- Research, recommend and implement technology to assist in the operation of the organization and to enable our members (subscribers) to have access to meetings and information.

### **Membership Development Committee**

- Responsible for membership development
- Maintains emailing list on icontact to add new subscribers
- Promotes linkedin group list
- Solicits and invites IT professionals to subscribe to mailing list and to attend meetings, get involved,
- Manages social media efforts to promote the group

### **Special Projects**

- As needed the chairman can appoint people to chair special committees – membership, incorporation, business continuity program, special events (technology summit etc.)