



Connect Marquette Board of Directors and Committee Chair Responsibilities

Connect Marquette Board of Directors:

- Two year term, with no more than two consecutive terms in a row
- Must be a member in good standing
- Attend monthly, one hour scheduled board meetings as established by the President
 - In person preferred, virtual available with notice
- Attend annual board retreat
- Regularly attend organizational events
- Drive membership and sponsorship initiatives through group generated marketing strategies and outreach
- Act as ambassadors of the organization
- Sit on one of the Connect Marquette committees and act as board liaison or chair, based on committee needs

Executive Board

President

- The President shall serve as Chair, and, as such, under the direction of the Board of Directors shall have authority, on behalf of the Board of Directors, to perform all acts, execute and deliver all documents and take all steps that the President/Chair may deem necessary or desirable in order to effectuate the actions and policies of the Board of Directors.
- Lead monthly board meetings
- Plan and facilitate annual retreat
- Plan and facilitate new board of directors orientation with the VP
- Sit on Iron Range Roll committee or Conference committee
- Sit on LSCP Board of Directors (monthly meeting)
- Renew and Renew LSCP Contract (yearly)
- Check Signer and Cardholder
- Follow up on action items and hold board members accountable
- Lead sponsorship initiatives with VP
- Create and maintain SOPs of committee tasks

(Continued)



Vice President

- The Vice President shall have such duties as determined from time to time by the Board of Directors or the President. The Vice President shall be designated to perform the duties of the President/Chair in the President/Chair's absence.
- Lead board meetings in lieu of President
- Viewed as President-elect for the following year
- Check Signer
- Sit on Iron Range Roll committee or Conference committee
- Responsible for facilitating nominating committee for the new year of Board of Directors
- In charge of the Annual Report
- Lead sponsorship initiatives with the President
- Plan and facilitate new board of directors orientation with the President
- Create and maintain SOPs of tasks

Secretary

- The Secretary shall send or cause to be sent all required notices of meetings of the Board of Directors; receive and attend to all correspondence of the Board of Directors, and have custody of all documents belonging to the organization (except as otherwise provided in bylaws), and shall perform such other duties delegated by the Board of Directors.
- Respond to info@connectmarquette.org Gmail/website correspondence or forward if applicable within one business day
- Check physical mail that is received at LSCP
- Report to the Board on any public correspondence at the monthly board meeting
- Compile any new Board applications to make them available to the nominating committee
- Send invites to the board for the monthly and quarterly Board meetings in lieu of LSCP liaison
- Take minutes in lieu of LSCP liaison's absence
- Manage drawings
 - Works with the Marketing committee to manage and facilitate member giveaways such as:
 - Econ Club (monthly)
 - LSCP Annual Dinner (annually)
 - Other event giveaways (Evergreen luncheon, etc.)
- Create and maintain SOPs of tasks

(continued)

July 2022



Treasurer

- The Treasurer shall have charge of the funds of the organization, except for such funds as the Board of Directors may designate; shall see that an accounting system is maintained which will give a true and accurate accounting of the financial transactions of the organization, and shall render reports from time to time as requested by the Board of Directors of his or her activities and the financial condition of the organization. All funds received by the Treasurer shall immediately be deposited in a depository designated by the Board of Directors.
- Review general ledger and line item coding before monthly meetings
- Establish a yearly annual budget
 - Hosts an annual meeting to work with the different committee and organization to discuss budget submissions
- Check Signer
- Briefly review financials at monthly meetings
- Responsible for ensuring accounts are up-to-date with accurate payment information:
 - Website Hosting
 - GoDaddy
 - GSuit License
 - Zoom
- Create and maintain SOPs of tasks

General Committee Chairs

Marketing and Communications Chair

- Lead monthly marketing committee meetings
 - Liaison to provide update at the monthly board meeting
- Responsible for maintaining and responding to the cmqtmktmarketing@gmail.com
- Recruit committee members
- Create and send monthly Newsletter
- Marketing/promotional items related to the overall group and specific events
 - Create images in Canva
 - Facebook Events
 - Create events on the website
 - Instagram, LinkedIn etc.
 - Community Outreach
- Manages organization wide swag and online shop
- Card Holder
- Create and maintain SOPS of committee tasks

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Events Committee Chair

- Lead monthly event committee meetings
 - Liaison to provide update at monthly board meeting
- Responsible for maintaining and responding to cmqtevents@gmail.com
- Recruit committee members
- Oversee monthly events as planned
- Cardholder
- Responsible for relaying all marketing needs one month prior to event at a minimum via ASANA, including committee meetings
- Coordinate First Fridays or assign an annual liaison member
- Coordinate with Lunch with Leaders or assign an annual liaison
- Create and maintain SOPs of committee tasks

Conference Chair

- Lead monthly conference committee meetings April- October.
 - Liaison to provide updates at monthly board meetings
- Responsible for executing Connect Marquette Professional Development Conference - Connect Conference
- Recruit conference committee members
- Responsible for relaying all marketing needs one month prior to event at a minimum via ASANA, including committee meetings
- Work with President and VP on sponsorship for flagship events
- Credit card holder
- Create and maintain SOPs of committee tasks

Iron Range Roll Chair

- Lead monthly Iron Range Roll committee meetings October - June
 - Liaison to provide updates at monthly board meetings
- Responsible for executing the Annual Iron Range Roll flagship event
- Responsible for maintaining and responding to ironrangeroll@connectmarquette.org
- Recruit Iron Range Roll committee members
- Responsible for relaying all marketing needs throughout planning the event via ASANA, including committee meetings.
- Manager Storage Unit
 - Renewal of Contract
 - Holder of Keys
- Work with the President and VP on sponsorship for flagship events
- Create and maintaining SOPs of committee tasks



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Membership

- Lease monthly membership committee meetings
 - Liaison to provide updates at monthly board meetings
- Responsible for managing and responding to cmqtmembership@gmail.com
- Recruit committee members
- Manage the Member of the Month process
- Manage annual membership renewals via our website and member retention
- Manages acceptance of new member and alumni to the Connect Marquette Member Connect Facebook group
- Send welcome emails to new member prospects
- Send thank-you emails to renewing members and encourage active participation in committees
- Report out at board meetings on membership status and current enrollment
- Steward and recruit new corporate members; create initiatives for the board to assist in this process
- Weigh in on corporate sponsorship relationships and involvement opportunities
- Responsible for relaying all marketing needs one month prior to event at a minimum via ASANA, including committee meetings
 - Annual Membership Survey
 - Member only events
 - Membership discounts
 - Special Adhoc creative needs
- Create and maintain SOPs of committee tasks

Volunteer Chair

- Lead quarterly or as needed volunteer committee meetings
 - Liaison to provide updates at the monthly board meetings
- Responsible for managing and responding to cmqtvolunteer@gmail.com
- Responsible for relaying all marketing needs one month prior to event at a minimum via ASANA, including committee meetings
- Work with the organization and online requests to identify volunteer needs
 - Works closely with flagship events such as Iron Range Roll and Connect Conference
 - Maintain a record of volunteers (roles, skills, involvement)
- Communicate directly with volunteers – onboarding and initial communication and post event evaluation
- Recruit volunteers for specific tasks, and board admin needs
 - Recruit and manage volunteer event needs
 - Communicate with volunteers and event leaders
- In charge of facilitating Tom Baldini Scholarship Award
- Create and maintain SOPs of committee tasks