



Connect Marquette Board of Directors and Chair Responsibilities Overview

Connect Marquette Board members:

- Attend monthly 1-hr scheduled meetings as established by the President
- Drive membership through group generated marketing strategies
- Act as ambassadors of the organization
- Sit on one of the Connect Marquette Committees
- Regularly attend group events & socials

Executive Committee

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 meetings
- Plan annual retreat
- Sit on Iron Range Roll committee or Conference Committee
- Sit on LSCP Board
- Renew LSCP Contract
- Check Signer and Cardholder
- Follow up on action items and hold board members accountable

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 meetings in lieu of President
- Viewed as President-elect for the following year
- Check Signer
- Sit on Iron Range Roll committee or Conference Committee
- In charge of the Annual Report

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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 Gmail/website/social media correspondence or forward if applicable within one business day (set away responder on the weekend if not available on weekends)
- Check physical mail that is received at LSCP
- Report to the Board on any public correspondence monthly
- Compile any new Board applications to make them available to the selection 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
- Manage the meeting calendar e.g. via GoogleSuite
- Oversee website and all things techy - updates when needed to general text and IT related items
- Check Signer and Cardholder
- Manage drawings
 - Create a form on website/post to social media/pull names from website
 - Econ Club (monthly)
 - Other event giveaways (LSCP annual dinner, Evergreen luncheon, Dancing with Our Stars, etc.)

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
- Check Signer
- Briefly review financials at monthly meetings
- Renewal of website License
- Renewal of domain name with GoDaddy
- Renewal of GSuite License

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General Committee Chairs

Communications | Marketing Chair

- Oversee Communications | Marketing Committee
- Lead monthly marketing meetings
- Recruit committee members
- Create and send monthly Newsletter
- Text alerts (as needed)
- Update and create/help promote events on Facebook/Social media
- 4 Under 40 Awards
 - Create/update form/page on website for nominations
 - Post information to Facebook
 - Send information to communications to email out
 - Order awards
 - Establish a committee to decide on winners
 - Coordinate award presentation
 - Notify winners
- Marketing/promotional items related to the overall group and specific events
 - Create images in Canva
 - Facebook Events
 - Create events on the website
 - Instagram etc.

Events Committee Chair

- Oversee Events Committee
- Lead monthly events committee meetings
- Recruit committee members
- Oversee monthly events as planned by board and events committee members/general membership
- Cardholder
- Coordinate First Fridays or assign an annual liaison member
- Coordinate with Lunch with Leaders Liason

Conference Chair

- Responsible for executing Connect Marquette Professional Development Conference
- Oversee Conference Committee
- Lead monthly conference meetings April-October and follow up on action items
- Recruit conference committee members

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Iron Range Roll Chair

- Responsible for executing the Annual Iron Range Roll flagship event
- Iron Range Rolee liaison to the board of Directors
- Oversee Iron Range Roll Committee
- Lead monthly meetings (October - June) and follow up on action items
- Recruit Iron Range Roll committee members
- Manager Storage Unit
 - Renewal of Contract
 - Holder of Keys (3?)

Membership

- Oversee Membership Committee
- Lead quarterly membership meetings
- Recruit committee members
- Manager Member of the Month
 - Select member to highlight
 - Reach out to the member for bio
 - Create promo in canva
 - Send promo to the marketing committee
- Cardholder
- Manage annual membership renewals (automated currently through Wild Apricot)
- Maintain Connect Marquette Member Connect page
- Send welcome e-mails to new member prospects
- Send thank-you e-mails 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
- Steward and recruit new members; create initiatives for the board to assist in this process
- Create an annual membership survey
 - Post direct communication to members
 - Send information to communications to the e-mail

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Volunteer Chair

- Oversee Volunteer committee
- Lead quarterly Volunteer Committee meetings
- Work with committee Chairs to identify volunteers
 - Add volunteers through website, events and social media outreach
 - Maintain a record of volunteers (roles, skills, involvement)
 - Work with Chairs and e-board to determine overall volunteer #s that are trackable and measurable
- Work with leadership to determine an overall annual strategy for getting a volunteer goal
 - Create and communicate volunteer/membership/community monthly Newsletter
 - Communicate directly with volunteers – onboarding and initial communication
- Work with Events Committee Chair and e-board to organize and coordinate volunteers events
 - Develop 'day of' Gantt chart to share with event Chair and volunteer team
 - Communicate with volunteers pre- and post-event
- Recruit volunteers for specific tasks, and board admin needs
- Work with conference | IRR Chair to determine volunteer outreach using the available data and technology
- In charge of Tom Baldini Scholarship Award