

Position Descriptions for Executive Committee – 2011-12

Chair, Assistant Chair – Two Positions

- Provides guidance and leadership to the Executive Committee members and oversees all aspects of administrating the Network.
- Chairs each meeting or function and executive committee meetings.
- Chairs meeting when Chair is unavailable. Meets and greets guests and new members at dinner meetings and functions.
- Schedules, prepares agenda, and chairs meeting for Executive Committee meetings.

Program Coordinator – One Position

- Investigates potential speakers and tables suggestions at planning meetings.
- Secures speakers, follows up with them, and arranges for any special equipment they may require.
- Liaises with venues for annual bookings, equipment requirements, seating, and menu.
- Researches facilities, food and equipment and is go-to person for special events.
- Provides speaker biographies and all other information required by the webmaster.
- Solicits donation of door prizes, purchases speaker gifts, stores membership assets/inventory.

Treasurer and Assistant Treasurer – One Position each

- Takes registration, issues receipts and brings cash box/float to meetings, ensures other Executive are trained to cover this role.
- Provides guest sign-in sheets at meetings and submits to Membership Coordinator at end of meeting.
- Maintains an accurate accounting of all financial transactions for the Network and bills no-shows
- Prepares and distributes twice yearly financial statements to general membership.
- Ensures a minimum bank balance of \$1,000.00; provides recommendations/guidelines for expenditures.
- Issues cheques for invoices and expenses, reconciles revenue receipts, makes deposits and arranges dual signing authorities.

Membership Coordinator – One Position

- Maintains an electronic data base of members and their pertinent details.
- Publishes the membership roster twice yearly.
- Orders name tags and retains all members' name tags.
- Makes available to members/non-members, membership applications, guest sign-in sheets, brochures, etc.
- Issues annual membership cards and WVWN business cards.
- Greets people at meetings and fields questions about the organization from guests.

Public Relations / Membership Drive Coordinator – One Position

- Responsible for organizing distribution of brochures at various locations such as library, rec centres, fitness facilities, etc.
- Responsible for advertising monthly in the North Shore News and other publications, as requested.
- Responsible for marketing campaigns, promoting and coordinating incentives to increase membership.
- Prepares news releases as required and submits to newspapers and media.

Communications Coordinator – One Position

- RSVP contact for monthly functions.
- Prior to each meeting, compiles and distributes to Treasurer attendee lists and generates guest name tags.

Webmaster – One Position

- Updates website monthly to highlight next meeting topic.
- Adds or updates calendar of events and other information as required.
- Updates executive committee names annually.