



Board of Directors 2018-2019 Role Expectations

Each Board Member

- Attend monthly Board meetings, General Membership meetings and Tri-Council meetings
- Attend as many League events and DIADs as possible
- Attend annual board retreat and committee leadership training
- Attend as many Community Partner fundraisers and events as possible
- Keep a record of all work done and submit a report to the VP of Communications at least 3 days prior to each monthly Board meeting
- Adhere to all by-law and policy definitions pertaining to your position
- Review by-laws and policies, as necessary, and make recommendations for modification to the Board communicate changes to the membership
- Prepare for each Board meeting by reviewing the board reports and all related materials
- Participate in annual strategic planning
- Stay current on all financial obligations (do we need more detail?)
- Contribute to Annual Fund
- Voice opinions based on what is best for the organization as a whole and vote accordingly
- Be discreet in sharing information discussed at Board meetings. (Note that past Board Members, Past-Presidents, Members and Community Advisors are not necessarily privy to this information.)
- Represent the Board as a whole when speaking outside the Board meetings. (i.e. Board Members may be divided in opinion during discussion, but once a vote takes place, Board members should speak as one.)
- Share best practices with the Board and general membership.
- Share timeline, notes, relationships and best practices with your successor
- Allow your successor to lead in her own way so that she may gain the leadership skills encouraged by JLCM's organizational structure
- Represent our organization as a whole in a positive light to the Community, Members, Prospective Members and Sponsors

General Communications Expectations

- Check office mail box at least once a month



JUNIOR LEAGUE OF COBB-MARIETTA

- Check and respond to JLCM email once a day
- If no response received 48 hours after emailing someone, please call
- Know how your audience prefers to be communicated with
- Reserve text messages to short sentences, not long paragraphs of conversation
- Allow Committee Chairs to communicate with Members first in regards to requirements and organizational expectations

President, Lindsey Bailey

- Plan, preside and facilitate meetings of: General Membership, Board of Directors, and Tri-Council
- Make sure that all orders and resolutions of the Board are carried into effect
- Prepare an end-of-term annual report
- Serve as lead parliamentarian at all meetings
- Attend Community Partner fundraisers and events
- Attend League recruiting events and send a personal email (in conjunction with Recruiter) to all attendees
- Attend AJLI leadership conferences Attend Area III training conference
- Attend and help plan GA Leagues United Training in July
- Work closely with VP of Communication and the Board of Directors to streamline and strengthen League communications
- Stay in daily close contact with League Office Manager
- Conduct biannual review (in conjunction with VP of Finance) for the Office Manager in November/December
- Responsible for ordering All-Star Awards and notifying members
- Personally meet the leaders of our Grant Recipients and visit their facilities
- Seek and secure League-wide sponsorships, personally meeting with sponsors
- Revise sponsorship package in conjunction with Development Council
- Represent JLCM to the media and be the face of the organization
- Support and assist other Board members and committee leaders in implementing action plans according to set goals

President-Elect, Katie Stieber

- Act on behalf of the President in her absence
- Assist as parliamentarian at all meetings
- Assist President with any special projects or committees
- Work with the VP of Community on IBCI development
- Write and submit an article about the 85th for the annual report
- Assist President with securing League sponsorships

- Attend Prospective Member Socials/ League recruiting events
- Attend AJLI conferences (Fall Leadership, Winter Leadership and Spring Annual)
- Attend Area III training
- Attend GA Leagues United Training in July
- Plan and coordinate an annual Board leadership retreat for April/May
- Plan and coordinate a committee leadership training day for May/June
- In conjunction with VP of Community, propose policies regarding Community Advisory Board and member involvement

VP of Community, Kim Cortes

- Oversee all aspects of the League's involvement in community affairs
- Serve as chair and Board representative of the Community Council
- Direct all work of the Community Council
- In conjunction with President-Elect, propose policies to govern the selection, expectations and parameters of a Community Advisory Board
- In conjunction with the JLCM Board, plan and facilitate Community Advisory Board (CAB) meetings in the fall and spring
- Report in the spring which CAB members have upcoming ending terms
- In conjunction with the President and President-Elect, propose policies to govern expectations, parameters and selection of members to serve on Board of Directors of JLCM Community Partners
- In conjunction with the JLCM Board, analyze skill sets, professions or industries of those serving on CAB and recommend needs in those areas
- Be familiar with the Board timelines of our Community Partners and recommend members to serve in an Ex-Officio capacity (according to policies)
- Assist Impact Cobb in planning the annual Foster Care Party
- Submit an Annual Report to the VP of Communication as requested at the end of the year on the accomplishments of your Council
- Guide Council committees to submit timelines, share information and facilitate relationships to their successors
- Develop/maintain ongoing relationship with appointee at each grant recipient

VP of Membership, Ramsey Wagner

- Assist the VP of Communications and assume all duties in her absence
- Serve as Chair and Board representative of the Membership Council
- Direct all work of the Membership Council

- Attend Prospective Member and Recruiting Events
- Provide status change forms and checklists to the Office Manager and ensure their completion.
- Ensure that the placement chair and office manager accurately track membership data, including contact info, status, placement and fulfillment requirements. In conjunction with JLCM Office Manager, maintain and update JLCM membership records and status changes at office and with AJLI
- Contact members who are falling behind in their requirement and placement assignments.
- Issue a transfer survey/questionnaire and maintain a transfer folder to be utilized when a new transfer is recruited and include the surveys in monthly board report.
- Order name tags for Provisionals who graduate at the Annual Meeting
- Order awards for recipients at Annual Meeting
- Submit an Annual Report to the VP of Communication as requested at the end of the year on the accomplishments of your Council
- Guide Council committees to submit timelines, share information and facilitate relationships to their successors
- Work closely with VPF and OM to stay in touch with members regarding requirements (both financial and otherwise)

VP Fund Development, Katie Smith

- Assist the VP of Finance and assume all duties of the VP of Finance in her absence
- Serve as Chair and Board representative of the Development Council
- Direct all work of the Development Council
- In conjunction with the President and with Board input, review bylaws and policies regarding the VP Fund Development role
- Evaluate each fundraiser on an annual basis for compliance with JLCM's policies as well as to identify and implement improvements and feasibility of continuances
- Coordinate research of potential new fundraisers and revenue sources, reporting to the Board accordingly
- With the VP of Finance, oversee matters relating to all fund-raising activities of the League and report the results to the Board within 30 days after the event
- With the VP of Finance, review sponsorship forms between fundraisers and the League and make recommendations to each committee
- Submit an Annual Report to the VP of Communication as requested at the end of the year on the accomplishments of your Council
- Guide Council committees to submit timelines, share information and facilitate relationships to their successors

VP of Finance, Kennedy Reese

- Oversee with care and control all funds and securities of the League
- Perform any duties regarding the finances and overall risk management of the League
- Report to Board on a monthly basis on financial reports, including any significant changes in status
- Sign checks on a weekly or as-needed basis after verifying proper documentation and comparing to budget
- Direct the work of the Office Manager in regards to daily financial transactions
- In May, determine and propose to the board if a portion of the year's fundraisers and unused budgeted funds can be designated as investment funds
- In conjunction with the VP of Fund Development, evaluate each fundraiser on an annual basis for compliance with JLCM's policies as well as to identify and implement improvements and feasibility of continuance
- Ensure that the JLCM maintains appropriate insurance
- Produce monthly Profit and Loss Statements with an Actual to Budget comparison of the preceding month and submit summary to Board and present to membership at GMMs
- Sign donation forms
- Coordinate and monitor investment of undesignated cash on hand
- Monitor the investment account on a quarterly basis and ensure that all funds are invested in accordance with the JLCM Investment Policy, as directed by the Board and make recommendations if changes are needed
- In conjunction with outside auditors, review audit and related tax return and address issues, as necessary
- With the VP of Fund Development, oversee matters relating to all fund-raising activities of the League and report the results to the Board within 30 days after the event
- With the VP of Fund Development, review donation contract forms between fundraisers and the League and make recommendations to each committee
- Submit an Annual Report to the VP of Communications as requested at the end of the year on your accomplishments
- Make sure sales tax is calculated, reported and paid.
- Develop annual budget and present it to the Board for approval

VP of Communications, Kellie Littrell

- Provide notification of meetings as appropriate to members
- Manage and distribute JLCM's bi-monthly e-newsletter

- Record proceedings as minutes of all League General Membership meetings, Board of Directors' meetings, Tri-Council and Community Advisory Board meetings
- Obtain and provide GMM meeting attendance to placement chair
- Post GMM minutes directly to the JLCM website
- Board meeting minutes, board report and agenda are sent to Office Manager
- Obtain and provide the following information about the members to the League Headquarters Manager: meeting attendance, agendas and minutes from all general membership meetings, council meetings and Board meetings
- Request and compile monthly reports from each Council Chair and Board member into a Board Report to be distributed 3 days before each scheduled Board meeting
- Compile and submit Board Action Item List to the Board within 5 days following the Board meeting
- Request and compile Annual Report articles from each Council Chair and Board Member at the end of the year
- Review and understand the JLCM Bylaws and policies. Be in charge of updating the Table of Content pages (v-11-v12) and submit those changes to the Board for their approval.
- Coordinate board signatures for birthday cards and then give to Office Manager, who will then mail out to members throughout the month.

Sustainer Director, Kathryn Coffee

- Serve as the Sustainer representative and voice on the Board
- Reach out personally to Sustainers for an introduction and point of contact
- Organize a Sustainer Advisory Board
- Search for new ways to involve sustainers and keep them connected
- Collaborate with the Provisional Development team to coordinate a Provisional-Sustainer event in the spring
- Submit an Annual Report to the VP of Communication as requested at the end of the year on your accomplishments

Nominating Chair, Kristen Rambler

- Serve as Nominating Committee representative and voice on the Board
- Oversee the Nominating Committee, which has the following duties:
 - Assess the capabilities and experience of applicants for JLCM elected and appointed positions

- Be familiar with JLCM roles, responsibilities and expectations and communicate these to the applicants
- Select a qualified slate of Board of Directors, the Nominating Committee and Committee Leaders
- Prepare and present the BOD slates to Active Members for a vote
- Deliver the board slate to each active member at least 3 weeks before the election meeting
- Assist the Board in identifying candidates to attend Area III conference and ODI Spring Conference
- Oversee the distribution of nomination forms for annual awards and present the nominees to the board
- Submit an Annual Report to the VP of Communications as requested at the end of the year on your accomplishments.
- Maintain, distribute and ensure completion of the Willingness to serve forms
- Coordinate selection of replacement nomination committee members who are finishing their current term