



President

Chief Executive Officer

1. Assumes the role of AWBO's manager and presides over all meetings of the membership and the Executive Board.
2. Serves as an ex-officio member of all committees.
3. Appoints chairs of all committees for which no other provision is made.
4. Creates committees when deemed necessary.
5. Supervises the budget process in October for presentation to the members at the November meeting.
6. Monitors spending throughout her term.
7. Establishes goals and objectives for the group and supervises the officers so that their collective activities help AWBO reach them.
8. Assists officers in executing their responsibilities, as needed or requested.
9. Leads the officers in evaluating the group's activities, practices, and policies at midyear and year-end.
10. Oversees AWBO activities and decisions within the scope of the officers' or members' powers, according to the By-Laws.
11. Serves as the organization's chief contact person (and cheerleader) for the community.

Officer's Responsibilities

1. Familiarizes herself with the by-laws that apply to her responsibilities and follows them throughout her term.
2. Schedules officers' meetings as needed
3. Communicates with officers between scheduled meetings.
4. Seeks advice from officers as needed.
5. Writes a year-end report for the September meeting, which includes suggestions for policy or practice changes for the following year, which may be drafted as an amendment to the by-laws or as recommendations for the new President.

President-Elect

Article II, Sec. 2.06. President-Elect. The President-Elect shall assume the duties of the President when the President is not available and shall direct the annual social event and any service projects for the Membership. She shall have such other duties as are delegated by the President or the Executive Board.

Annual Summer Social

1. Chairs the event with the help of the President and other officers.
2. Draws up the budget for the event and presents it for Board discussion and approval.
3. Solicits a committee from the Membership to assist in as many facets of the event as needed.
4. Meets with the caterer, and arranges the menu, decorations, music, speaker, etc.
5. Involves current members as vendors as much as possible.
6. Welcomes and registers attendees at the event.
7. Reports all guest information to the Membership VP, the Newsletter Editor, and the President.

Service Project(s)

1. Coordinates charity event involvement for at least 1 charity a year.

2. Conducts the December raffle of gifts/services of members with proceeds going to a charity of the Membership's choice.
3. Chairs the events with the help of the President and other officers.

Membership Vice President

Member Retention

1. Checks the AWBO post office box (downtown) about every week and distributes mail to officers as needed.
2. Informs Board members and the Newsletter Editor of renewing members and new members throughout the year.
3. Informs President of non-renewing members by October 5 so she can make personalized phone calls to encourage renewals. The Board usually assists in this task. Those members who don't renew by November 1 will not be included in the publication of the Member Directory.
4. Types up the information on the application of a new member and sends it via e-mail to the Board members, Newsletter Editor, and Webmaster.
5. Orders a nameplate from the member badge supplier when a new member joins.
6. Sends or delivers each new member a membership directory.
7. Oversees production and accuracy of the membership directory.
8. Includes the Dues Invoices in the September Newsletter for the next fiscal year.

New Member Recruitment and Service

1. Scouts for prospective members, including soliciting leads from current members.
2. Sends out monthly letters and membership to prospects, inviting them to attend the next meeting and consider joining.
3. Follows up with attending guests about our guest policy (two visits) and their interest in joining.
4. Logs guests throughout the year, and after an individual has attended two times, calls them to encourage joining.
5. Purchases stationery and envelopes as needed for correspondence.
6. Restocks membership application brochures to various community sites: public libraries (including those in surrounding counties [mail]), Chamber, YWCA, GLCVB, and TAF.

Officer's Responsibilities

1. Familiarizes herself with the by-laws that apply to her responsibilities and follows them throughout her term.
2. Assists in the preparation of the annual budget.
3. Attends officers' meetings as scheduled.
4. Advises president when requested.
5. If unable to fulfill monthly duties, obtains a substitute so that your responsibilities are carried out, and informs the President.
6. Executes other responsibilities as the President assigns.
7. Writes a year-end report for the September meeting, which includes suggestions for policy or practice changes for the following year, which may be drafted as an amendment to the by-laws or as recommendations for the new Membership Vice President.

Hospitality Vice-President

PreMeeting Preparations

1. Arrives at MCL no later than 11:30 AM.
2. Disassembles the storage box contents for the meeting so that guests may begin to sign in no later than 11:45.

Greeting Members

1. Prepares and updates monthly a current membership list for each meeting to be used as a Sign-In sheet.

2. Greets members and assists them in finding their name badges.
3. During the meeting passes around the Member sign-in sheet.
4. Directly after the meeting, update and record the changes that were made to the Sign-In sheet for Hospitality records; then mail or fax a copy of Member sign-in sheet to 1. Membership VP and 2. Newsletter Editor.

Greeting Guests

1. Greets guests, and asks them to complete the sign-in sheet for guests.
2. Prepares a temporary badge for each guest, and gives them an application card. (Have labels on hand. Newsletter Editor has AWBO Logo to print on labels)
3. Describes the lunch options to each guest.
4. Escorts each guest to an occupied table, and introduces them to a current member, unless they have come with a current member.
5. At the end of the meeting, Membership VP will take Guest sign-in sheet.

Monitoring Lunch Table

1. Arrive before 11:45 a.m.
2. Arranges for change to be set out (20- \$1 bills). There was a biddy box with lid. Orders salads (ten). Place salad check-off sheet out to keep records. (See#4)
3. Reorders salads once more (at 12:10) if needed.
4. Asks MCL staff to provide whatever items are missing from the lunch table.
5. At the end of the meeting, Hospitality will pay MCL and replaces start-up change to giver. Salad record sheet will have tally. (Salad with drink =\$4.25 Salad without drink=\$3.25. Drink only=\$1.)

Business Cards

1. Sets out the business cards of each member for display during the meeting.
2. Checks in November to make sure all current members have business cards in the display racks. Remove non-actives.
3. Contacts anyone who needs to send/bring a small supply.

Name Badges

1. Helps members find their name badges, when time.
2. Obtains nameplate from the Membership VP for new members, and verifies spelling with the member.

Officer's Responsibilities

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3. Attends officers' meetings as scheduled.
4. Advises president when requested.
5. If unable to fulfill monthly duties, informs the President and obtains a substitute so that your responsibilities are carried out.
6. Writes a year-end report for the December meeting, which includes suggestions for policy or practice changes for the following year, which may be drafted as an amendment to the by-laws or as recommendations for the new Hospitality VP.

Program Vice President

Plan Programs

1. Plans 9 programs (June's Summer Social dinner party is planned by the President-Elect; September's business/Expo meeting is planned by officers, December's Raffle planned by President-Elect). The Board may be a source of referrals.
2. Lines up a program for the October meeting following her term to assist the new incoming Vice President.

Program Parameters

1. Emphasizes business topics. Consider each program as executive in-service and professional development.
2. Uses member expertise whenever possible.
3. Rotates meeting formats—member roundtable, member small group discussion, panel discussion, member speaker, or outside speaker.
4. The November meeting should follow a member roundtable format or small group discussion to allow for an extended business meeting, focused on the annual budget and membership status.

Program Preparations and Conclusion

1. Schedules program with speakers, setting a realistic and limited content focus for the presentation with the speaker for the 30-minute time slot, which includes 5 minutes for questions.
2. Obtains a short title and content description of the presentation from the speaker(s). Obtains a short bio (50-75 wds.) and press photo from each speaker to use for promoting the program.
3. Confirms arrangements with the speaker one week before the meeting.
4. Arranges for equipment or special seating with the MCL manager, if needed.
5. Greets the speaker at MCL and takes her/him through the lunch line. Pays for the meal, then submits receipt to Treasurer (or Hospitality VP in her absence) at end of meeting for reimbursement.
6. Introduces the speaker(s), or conducts the roundtable or discussion groups.
7. Monitors the question-and-answer session after the presentation. Allow 5 minutes and end by 1 PM.
8. Presents a gift to the speaker at the end of the presentation.

Program Publicity

1. **At Meetings:** Prepares by each meeting a short announcement on the upcoming program; announces before the Business Spotlights.
2. **For Newsletter:** Writes an announcement of the upcoming program and speaker (incorporating title and speaker bio) and submits to the Secretary a week after the monthly meeting in preparation for the next meeting.
3. **To Media:** By the 4th Tuesday of the month, sends by e-mail a short meeting notice for the next meeting to local media: *Journal & Courier*; *Lafayette Leader*; *Lafayette Business Digest*, radio stations, etc.

Supervise the Business Spotlights

1. Schedules with members, two per month.
2. Confirms with members a week before the monthly meeting.
3. Introduces the members.
4. Times the three-minute presentations, and monitors compliance.
5. Have Presenter write a summary of their spotlight for next month's newsletter. Proofreads and e-mails to Newsletter Editor a week after the monthly meeting for the next newsletter.

Summarize Program

1. Writes a summary of the program information for next month's newsletter, which will provide members with the germane information, esp. for those who were unable to attend.
2. Proofreads and e-mails the summaries to the Newsletter Editor a week after the monthly meeting.

Program Follow-Up

1. Sends a thank-you note (e-mail or print) to the guest speaker(s) within two weeks of the presentation.

Evaluate Programs

1. Logs reactions of members to programs and summarizes within annual report.
2. Prepares survey for the September newsletter to evaluate the year's programs.
3. Recommends speakers for return with related presentations.

Officer's Responsibilities

1. Familiarizes herself with the by-laws that apply to her responsibilities and follows them throughout her term.
2. Assists in the preparation of the annual budget.
3. Attends officers' meetings as scheduled.
4. Advises president when requested.
5. If unable to fulfill monthly duties, informs the President and obtains a substitute so that your responsibilities are carried out.
6. Executes other responsibilities as the President assigns.
7. Writes a year-end report for the September meeting, which includes suggestions for policy or practice changes for the following year, which may be drafted as an amendment to the by-laws or as recommendations for the new Programs Vice President.

Secretary

Minutes

1. Records and prepares minutes of all meetings, including those of monthly membership meetings, the Executive Board, and the annual meeting. Minutes should include those topics discussed and decisions made in the business part of the meeting. The Programs VP writes a detailed summary of the business spotlights and the program/speaker.
2. Submits a copy of the minutes via e-mail to the Newsletter Editor for inclusion in the AWBO monthly newsletter.
3. Stores monthly minutes in the organization's record books and historical data, which the Secretary stores for the organization.

Monthly Newsletter

1. Solicits four business-card size ads for the newsletter each month and one premier cover ad. Follows up with each advertiser around the 15th of the month to ensure that ad artwork arrives to the Newsletter Producer by the 20th.
2. Coordinates the production of the monthly newsletter, which entails acquiring articles from specific board members and submitting the electronic files to the Newsletter Editor by the 20th of each month. (Currently being done by Newsletter Editor)
3. Maintains a current mailing list of all members, as informed by the Membership Vice President. (Currently done by the Newsletter Editor)

Officer's Responsibilities

1. Familiarizes herself with the by-laws that apply to her responsibilities and follows them throughout her term.
2. Assists in the preparation of the annual budget.
3. Attends officers' meetings as scheduled.
4. Advises president when requested.
5. If unable to fulfill monthly duties, informs the President and obtains a substitute so that your responsibilities are carried out.
6. Executes other responsibilities as the President assigns.
7. Writes a year-end report for the December meeting, which includes suggestions for policy or practice changes for the following year, which may be drafted as an amendment to the by-laws or as recommendations for the new Secretary.

Treasurer

Annual Budget

1. Prepares the annual budget in October with assistance from the other officers.

2. Submits budget to membership at the November meeting for approval.
3. Monitors spending each month and informs President of any irregularities.

Accounts Payable and Receivable

1. Collects and records all dues payments.
2. Deposits income in checking account.
3. Writes all checks for expenses with proper receipts.
4. Reconciles checking account monthly.
5. Pays annual fee to the State of Indiana.
6. Pays the post office box fees regularly.
7. Invoices for member advertising in monthly newsletter.

Financial Record-Keeping

1. Changes signature cards with new Treasurer in October.
2. Maintains other financial records for AWBO.

Financial Reporting

1. Provides a monthly report to Executive Board.
2. Closes out the year on September 30 for a final report in the November newsletter.
3. Has books audited every even year. (Begin 2006)

Officer's Responsibilities

1. Familiarizes herself with the by-laws that apply to her responsibilities and follows them throughout her term.
2. Works with officers on the annual budget.
3. Attends officers' meetings as scheduled.
4. Advises president when requested.
5. If unable to fulfill monthly duties, informs the President and obtains a substitute so that your responsibilities are carried out.
6. Executes other responsibilities as the President assigns.

Newsletter Editor

1. Coordinates the production of the monthly newsletter, which entails acquiring articles from specific board members and submitting the electronic files to the Newsletter Editor by the 20th of each month. (Formerly done by the Secretary)
2. Maintains a current mailing list of all members, as informed by the Membership Vice President. Presently on AWBO.org web site (Formerly done by the Secretary)

Chamber Liaison

1. AWBO is a Member of Chamber of Commerce as an organization and allowed one representative from the membership.
2. Keeps Membership abreast of Chamber of Commerce events.
3. Duties being defined throughout the 2006-07 year.

These job descriptions are the current interpretation of Article II, Sec. 2.0 of the Association of Women Business Owners By-Laws.

Editor's note: These are current as of September 2006, and have not been revised to reflect the change to an email newsletter and online directory. Otherwise, duty descriptions are current.

