



WCGN Board Officer, Leadership, and Committee Job Descriptions

Standing Board Committees and assignments consist of Program, Nominating, Outreach, and Membership Committees and a designated Conference Coordinator.

Ad Hoc Committees of the Board may be formed at the will of the Chair.

1. **Chair** - The chair provides general supervision and direction to the Network and chairs all meetings of the Board. The chair is an ex-officio member of all standing committees. The chair plans, organizes, and leads the annual retreat of the board.
2. **Vice Chair** - The vice chair will work with the chair to learn the scope and detail of the role of the chair, become familiar with the policies, practices and operations of the WCGN Board to assume special assignments from the chair as needed. In the absence of the chair, the vice chair shall: A) have general supervision and control of the business affairs of the Network and B) preside over all meetings of the Board of Directors.
3. **Treasurer** - the treasurer will act as the chief financial officer of WCGN. The treasurer will also serve as the Chair of the Finance Committee (should there be one), and be responsible for overseeing budget planning, dues collection, and sustainability planning for the Network. The treasurer has the power to authorize extensions for dues as outlined under the WCGN Dues Policy and oversees the administration of all financial transactions.
4. **Secretary** - The secretary shall keep, or cause to be kept, a record of all votes and minutes of the proceedings of all Board of Directors' meetings and shall give notice, or cause to give notice, of the annual meeting of the Board of Directors. The secretary will maintain the currency of the bylaws and recommending changes as needed and assess the strengths and performance of the Board and its committees. She will be the chief note taker and documents and records keeper.
5. **Nominating Committee** - The Nominating Committee is an advisor to the Board with respect to the leadership of the Network through forecasting the leadership needs of the Board and its committees for the future, developing and maintaining a roster of individuals who should be considered for membership on the Board and its committees, performing an annual nomination process for directors and officers,



monitoring the participation of Directors and committee members to ensure effective governance of the Network, and reporting to the Board at least annually concerning these activities.

6. **Communications Committee** - The Communications Committee develops and implements public relations and communication plans to support the mission of the Network. The committee also develops materials such as newsletters, press packets, materials and communications supporting membership, presentations and all Network's published materials including conference materials. The communications committee also oversees the content of the Network's website. This committee includes individuals from the general membership.
7. **Program Committee** - The Program Committee is responsible for educating, informing, and inspiring our members through customized programs. This committee plans, evaluates, and recruits presenters for the content of monthly programs via conference call or webinar. This committee includes individuals from the general membership.
8. **Membership Committee** - The Membership Committee is responsible for welcoming prospective new member organizations, registration and orientation of new member organizations, managing the stewardship of current members, as well as executing the Network's outreach and recruitment strategies related to recruitment of new members. The management and maintenance accuracy of the data base is the responsibility of the membership committee. This committee includes individuals from the general membership.
9. **Outreach Committee** - The Outreach Committee will focus on the external connections with the philanthropic community. Outreach plans developed by the board will be executed by a coordinated effort between this committee, the communications committee, and the membership committee.
10. **Conference Coordinator** - Creates and oversees the work plan of the conference and coordinates the Conference Network/Host Partnership on behalf of the Board.