

Conover Community Partners Board of Directors

As stewards of public trust we must act for the good of the organization rather than for the benefit of ourselves. Members of the board are to stay objective, responsible, honest, trustworthy, and efficient. It's important to remember that although each member brings their own personality to their role, the role is defined to meet the needs of the organization. Board members are all volunteers so grace with each other is essential.

Our mission: to help Conover thrive by organizing creative opportunities for community engagement. We are Conover businesses and community members invested in collaborating for a safe, productive, and successful community.

Our mission is broad because as each year takes flight opportunities to engage in the community may shift. It is the role of the board of directors to ensure that we, as an organization, are selecting activities that accomplish our mission and appeal to the citizens and visitors of Conover at-large.

Our board includes the following positions: Board president, vice president, treasurer, and secretary.

Each fiscal year we can add additional chairs as needed to successfully maintain the organization's committed activities. Each event or event series has its own Event Champion and Co-Champion who help execute the event and host planning meetings with other volunteers and partners. These roles are seasonal while board members are all year long.

Entire Board is responsible for the following:

- Create annual calendar of events by collaborating with Event Champions
- Create budget for organization expenses
- Attend board meetings and general meetings (5-9 per year)
- Attend and be an active volunteer at 1+ event per quarter.
- Approve/deny emails requiring BOD attention
- Taking turns attending meetings or sitting at info tables as requested by other community organizations

Being on the BOD means TEAMWORK and PARTNERSHIP. This is an unpaid volunteer position, and we don't want any generous hearts to be overworked, which means working together, as a team though each carry their own responsibilities throughout the year as outlined below.

Board President:

The board president provides leadership to the organization and its members. The president acts on behalf of the board and often has the final say in most decisions. They oversee the organization's activities and programs, making sure they comply with its mission. The president of the board of directors is the head of your nonprofit board. The President acts as the primary contact for the group. President is to initiate meetings with the City and other vendors. The president is responsible for the following tasks:

- schedules meetings of the board and organization members
- sends out meeting reminders via email 4 days prior to each meeting.
- creates the agenda for each meeting.
- creates a calendar of Board of Directors meetings, sends out a reminder 4 days prior, and presides over BOD meetings.
- aware of all happenings of the organization.
- assists Treasurer with communicating budgets/current expenditures.
- Serves in conjunction with Treasurer to approve all expenditures/reimbursements
- with full access to social media and the website the president can repair any misspellings, check grammar, and fix any misinformation.
- Assist any conflict occurring between members, with vendors, or with venues.
- serve as the final approval on Newsletters/Emails.
- Work in partnership with Event Planning Committees to send Thank You cards for any in-kind gift or donation received.

The president serves as a support to every board member in different capacities throughout the year.

Board Vice President:

The board's vice president works with the president to ensure that meetings and other activities proceed smoothly. VP will serve as a secondary meeting leader alongside the president. When the president is unavailable, the vice president assumes his or her duties. Vice President serves as the primary support to Event Champions as they plan and execute events throughout the year.

Treasurer:

The treasurer is responsible for organizing financial data into helpful reports to be presented to the other board members.

In addition to financial reporting and presentation, the treasurer is responsible for the following:

- Issuing and signing checks
- approving expenses and paying vendors
- investing funds and paying bills
- assisting members and Events Champions on establishing a written budget for each event. (Budgets are presented to the board via email for approval). Once an event budget has been approved by the BOD, the treasurer will be the contact for the event coordinator to turn in receipts, collect checks, and share payment links)
- Work in partnership with President and Events Champions to send Thank you cards and receipts for donations received.

Treasurer partners with President as an extra set of eyes on current event budgets to insure they stay on track with what was approved by the BOD.

Secretary/Public Information Officer:

The board secretary's duties help protect a nonprofit organization. Board secretary's responsibilities include:

- work alongside president to schedule board meetings
- assist board president with board member orientation
- takes attendance at board/regular meetings
- takes accurate meeting minutes and emails to board/president
- maintains board records including minutes, attendance, and reports presented in meetings.
- ensures secure storage of official board documents and contracts
- tracks board member terms
- monitors legal compliance of the organization with annual reports due to IRS.
- Send press releases for upcoming events as provided by Event Chair/planning committee.
- Make recommendations to the BOD concerning website hosting/fees/software and other services to assist with the production of content.
- Add minutes for meetings to the Google Drive.
- Assist in website maintenance, creating Facebook events and Social Media posts.

Secretary will serve as primary Public Information Officer, proofreading printed material, website content, or social media posts provided by Event Chair/planning committees. Secretary will have access to social media and fix grammar or spelling as it is detected.

Shared Tasks among President, Vice President, and Secretary/PIO:

- Create content for website
- Add/edit information about partners and donors/links to their business as they donate.
- Assist in creation of flyers/social media posts about the organization
- Take pictures at events
- Give/take away privileges to Planning Committee members so they may post for upcoming events.
- Serve as spellcheck/grammar check and misinformation check on all posts.
- Respond, or direct a response from appropriate person, to all social media messages or emails.