



ALIANZA: LATINO BUSINESS ASSOCIATION

2010 Board Position Descriptions

President

- Oversees board and executive committee meetings.
- Strengthens family unity, foster respect for family history and ensure effective succession planning.
- Fosters and protects a safe environment for open communication and inquiry; ensure due process.
- Serves as ex-officio member of all committees when invited to attend their meetings.
- Works in partnership with The Greater Des Moines Partnership (GDMP) to make sure board resolutions are carried out.
- Calls special meetings, if necessary.
- Nominates who will serve on committees, and gets votes from the board.
- Prepares agenda for board meetings.
- Assists GDMP in conducting new board member orientation.
- Works with the nominating committee to recruit new board members.
- Coordinates periodic board assessments and its effectiveness.
- Acts as an alternate spokesperson for the organization in collaboration with the GDMP Communications Director.
- Periodically consults with board members on their roles and help them assess their performance.
- Monitors financial planning and financial reports.

Vice President

- Attends all board meetings.
- Serves on the executive committee.
- Carries out special assignments, as requested by the board.
- Understands the responsibilities of the board president and be able to perform these duties in the president's absence.
- Participates as a vital member of the board leadership team.
- Reports to the board chair/President.
- Works closely with the board chair/President to develop and implement officer transition plans.
- Performs other responsibilities as assigned by the board.

Secretary

- Attends all board meetings.
- Serves on the executive committee.
- Maintains all board records and ensure their accuracy and safety.
- Reviews board minutes.
- Assumes responsibilities of the president in the absence of the board president, president-elect and vice president.
- Provides notice of meetings of the board and/or of a committee when such notice is required.
- Ensures minutes are distributed to members shortly after each meeting.
- Becomes familiar with legal documents (articles, by-laws, IRS letters, etc) to note applicability during board meetings.
- Compiles committee reports and sends to all board members.

Treasurer

- Serves on the executive committee.
- Understands financial accounting for nonprofit organizations.
- Serves as financial officer of the organization and chairperson of the finance committee.
- Manages, with the finance committee and/ or president, the board's review of and action related to all the board's financial responsibilities.
- Works with the GDMP accountant to ensure that appropriate financial reports are made available to the board on a quarterly basis.
 - Under special circumstances should reports be made monthly (i.e. annual dinner).
- Assists the Executive Vice President of Community Development in preparing and planning the annual budget and presenting the budget to the board for approval.
 - Further assistance to be arranged with The GDMP Senior Accountant.
- Reviews the annual audit and answers board members' questions about the audit.
- Administrates fiscal matters of the organization.
- Ensures board review of financial policies and procedures.

At-Large Board Member

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committees and its work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising for the organization (*nonprofit only*).

Event Planning Chair

- Leads planning and execution of all events.
- Sets tone for the committee work.
- Works closely with the treasurer, communications' chair and director of membership to ensure collaboration and results.
- Ensures that board and committee members have the information needed to help with the events as needed.
- Oversees the logistics of committee's operations/process.
- Reports to the board's chair.
- Reports to the full board on committee's decisions/recommendations for events
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Gather formal and informal feedback after each event.
- May form sub-committees as needed.
- Generates reports for the committee and submits to the Secretary one week prior to the monthly board meetings.

Communications Chair

- Leads and presents communication plans for the board.
- Acts as an alternate spokesperson in the event President is absent.
- Sets tone for the committee work.
- Works closely with the director of membership and event planning committee chair to ensure collaboration and results (i.e. membership, fundraising).
- Ensures that board and committee members have the information needed to do help with general communication or event specific.
- Monitors and maintains communication from the public and inquiries posted online with the membership chair.
- Writes columns/articles as needed.
- Oversees the logistics of committee's operations/process.
- Reports to the President.

- Reports to the full board on committee's decisions/recommendations for communication plans and schedules.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Forms committees as needed.
- Coordinates media inquiries (i.e. print, web, and video) with the Vice President of communications of the GDMP.
- Generates reports for the committee and submits to the Secretary one week prior to the monthly board meetings.

Director of Marketing

- Ensures that the website is up-to-date on a regular basis.
- Leads and presents marketing plans for the board.
- Oversees the logistics of the committee's operations/process.
- Reports to the President.
- Sets tone for the committee work.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Reports to the full board on committee's decisions/recommendations for marketing plans and schedules.
- Generates reports for the committee and submits to the Secretary one week prior to the monthly board meetings.

Director of Membership

- Sets tone for the committee work.
- Builds and maintains relationships and communication with members to assist them in meeting business needs.
- Oversees the logistics of committee's operations/process.

- Monitors and maintains communication from the ALIANZA members and inquiries on phone line in coordination with communications.
- Leads and help plan quarterly membership meetings.
- Gather formal and informal feedback from ALIANZA members.
- Contributes to regular formal communication with membership (newsletter, article, etc) in collaboration with the Communications Chair.
- Reports to the President.
- Reports to the full board on committee's decisions/recommendations regarding membership fee structures.
- Keeps track of trends in the requests and inquiries of members.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Generates reports for the committee and submits to the Secretary one week prior to the monthly board meetings.

Committee Chair

- Sets tone for the committee work.
- Ensures that members have the information needed to do their jobs.
- Oversees the logistics of committee's operations/process.
- Reports to board member overseeing the committee.
- Reports to the full board on committee's decisions/recommendations.
- Works closely with the GDMP and other staff as agreed to by the President.
- Assigns work to the committee members, sets the agenda for the committee and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.
- Generates reports for the committee and submits to the Secretary one week prior to the monthly board meeting.