

Tempo Kenosha Board Job Descriptions

All Tempo Kenosha Board members shall partner with the Board in achieving the mission, stays informed about the organization's matters, prepares for meetings, reviews and comments on minutes and reports, and attempts to attend all monthly board meetings and luncheons. All Board members shall play an active role in securing speakers and assist in organizing special events. If a Board Member does not have an Officer role, or Chair a committee, it is the expectation that they assist other Board roles in duties, where needed, and promote Tempo Kenosha. Each Board position shall hold the term for (2) two years. Below are details with regard to specific roles:

President

- Provides leadership to the Board who establishes policy and is accountable for policies set.
- Manages the Board members and ensures that Board members have the information needed to do their assigned tasks.
- Prepares the monthly Board agenda and chairs the meetings of the Board.
- Holds the annual strategic planning meetings with the board.
- Evaluates annually the performance of the organization in achieving its mission. This should be presented at new officer installation in January, or at the year-end Strategic Planning meeting.
- Maintains records of the Board and ensures effective management of the organizations records including the Google drive where all permanent records reside.
- Manages the Google Gmail account: checks email frequently and ensures that emails are answered in a timely manner; and that the Google Gmail account is maintained, and sends all major announcements aside from the monthly newsletter from the Tempo Kenosha Gmail account.
- Discusses issues confronting the organization with the Board.
- Monitors financial planning and reporting as presented by Board Treasurer.
- Plays a leading role in seeking new members into Tempo.
- Attends, presents at, and welcomes members at monthly luncheons and special events.
- Has held a position on the Board for at least one year prior to becoming President. Should the position of President be vacated, the VP automatically is placed in the position of President. Should the VP be unable to fulfill the term of President, the Board may appoint another elected Board member to fulfill the term of President.

Vice-President

- Is the President Elect and will also step in for current President in the President's absence for events, luncheons, meetings, or if the President should resign.
- Shares duties of the President as required in preparation to fulfill the President's role.
- Takes an active lead role in coordinating and assisting in special events.
- Has access to online financial records and audits the Treasurer's report on a monthly basis.
- Plays an active role in seeking new members into Tempo.

Treasurer

- Manages the finances of the organization including the checking account, check book, debit card, and PayPal account, and maintains a working relationship with our financial partners.
- Each month the Treasurer will transfer the PayPal balance into the Tempo checking account.
- Provides a monthly Treasurer's Report to the full Board including both a summary, detail report, and at year-end, an updated Trend Report.
- In January of each year, distributes dues statements to each member. Follows up to ensure that all dues have been paid, and sends reminders when necessary. Treasurer will provide a monthly update to the Board on member balances and report any issues. Any members who have not paid dues by March 1st will no longer be part of the organization.

Treasurer Continued...

- Works in conjunction with the Board to determine the cost of lunch and dues each year, ensuring that expenses are met each month.
- Provides annual budgets to the Board, while monthly reporting all financial matters to the President and Board. The Treasurer should ensure that the President and Vice President has full access to the online banking records of the organization.
- Ensures development and board review of financial policies and procedures.
- Responsible for filing of the annual State of Wisconsin report and the IRS 990N report.
- Responsible for payment from the Tempo checking account for all luncheon invoices, and other expenses incurred by Tempo Kenosha.
- Responsible for the maintenance of the Post Office box including the annual payment.

Secretary

- Regularly attends Board meetings and important related meetings.
- Prepares minutes of all Board meetings and regular monthly meetings. Distributes meeting minutes within one week post each Board meeting and uploads document to Board folder in the Google drive.
- Maintains a record of all Board and monthly member meetings minutes.
- Reserves the meeting place as approved by the Board.
- Maintains organizational documents (Bylaws, etc.) on the Google drive site.

Marketing Chair

- Manages and maintains the Tempo Kenosha WIX website.
- Prepares, manages, and distributes the monthly newsletter to all members and prospective members.
- Manages the content on Tempo Kenosha's LinkedIn Group and the FaceBook Page (includes taking pictures at monthly meetings and events).

Membership Chair

- Manages the membership list and brochure: ensures that it is up to date and makes copies available at each monthly luncheon.
- Manages the new member applications and pictures and files in the appropriate Tempo Kenosha Google folder.
- Send welcomes emails to new members. Manages the Tempo Kenosha calendar sending out meeting invites to all members (using the Tempo Kenosha Google Calendar).
- Manages the member name tags: keeps name tags current and ensures name tags are at each meeting.

Program Chair

- Actively seeks out new speakers and ideas for member luncheons and events.
- Obtains speaker bios and pictures, files in the Tempo Kenosha Speaker Google drive and ensure marketing chair has the information for the newsletter.
- Manages the Tempo Kenosha calendar in Google: sends speakers a calendar invite and ensures they are registered for each luncheon.
- Manages the inventory of "Tempo" branded items and keeps record of items and availability.
- Responsible for bringing a Speaker gift from the inventory to each monthly meeting.

Founding Members

- A founding member is a lifetime Chair Emeritus and has the option to stay actively involved.
- Actively promotes the organization's mission.
- Promotes membership and helps to recruit speakers.