

Lawrence Young Professionals

Board Roles & Responsibilities

(Updated by Willie Johnson on 1/9/2024)

General Board Roles, Responsibilities, and Expectations

1. **Attendance** - Attend All Board Meetings
2. **Attendance** - Attend at least 80% of all meetings (lunch, evening, and Pop-Ups)
3. **Expediency** - Complete all responsibilities and tasks in a timely manner as assigned
4. **Representative** - Represent LYP in a positive manner when performing Board duties or acting as a representative of LYP in any capacity
5. **Event Planning & Logistics** - Assist in event planning and logistics as needed
6. **Recruitment** - Encourage and recruit members whenever possible
7. **Membership Development** - Help promote and maintain positive and healthy relationship within our membership

Presidential Purview

The following Board Members and their Roles and Responsibilities are under the purview of the President

President

1. **Board Meetings** - Conduct and Moderate Monthly Board Meetings
 - 1.1. Set Board Meeting schedule and location at Board Retreat in December
 - 1.2. Conduct & Moderate Board Retreat Meeting in December
 - 1.3. Create monthly agenda - To be sent out at least 3 days prior to meeting
2. **Goals** - Establish yearly goals for LYP
 - 2.1. Establish goals with VP prior to January Board Meeting
 - 2.2. Present Goals to Board at January Board Meeting
3. **Finances** - Provide financial leadership with Treasurer
 - 3.1. Set yearly budget with Treasurer prior to January Board Meeting
4. **Backup** - Fill in for the Treasurer, & Membership Chair as required
5. **Annual Report** - Generate Annual Report with financial, membership, and general update information to be sent to the Membership at large at the end of each fiscal year
6. **Oversight** - Provide leadership and guidance to Past President, Treasurer, & Membership Chair

Past President

1. **Advise** - Inform and advise the President and Board on any current and relevant issues or situations in regards to the organization as a whole

Treasurer

1. **Advise** - Inform and advise the President and Board on any current and relevant financial issues or situations
2. **Bank Account** - Manage LYP Bank Account
 - 2.1. Add new board members to account as needed
 - 2.2. Maintain *General Ledger* (found in Google Drive)
3. **Dues** - Collect and manage annual Membership Dues
 - 3.1. Recommend Annual Dues to President based on previous years revenue and budget
 - 3.2. Stripe - Maintain Stripe Account for Due processing
4. **Annual Budget** - Set annual LYP budget
 - 4.1. Propose Budget to President prior to January Board Meeting

- 4.2. Present Budget to Board at January Board Meeting
 - 4.2.1. Budget to be adopted by majority Board vote
- 5. **Monthly Update** - Provide Board verbal update on budget status at month Board Meeting
 - 5.1. Provide written update as necessary
- 6. **Annual Report** - Provide full review of bank and financial records as part of the Annual Report
 - 6.1. Annual Financial Report to be presented to the Board annually at December Board Retreat
- 7. **Taxes** - Complete any necessary tax filings at the appropriate time

Membership Chair

- 1. **Advise** - Inform and advise the President and Board on any current and relevant membership issues or situations
- 2. **Membership Recruitment** - Identify persons as prospective LYP members
 - 2.1. Recruit and develop relationships with prospective members
 - 2.2. Email new members after their first visit
- 3. **Membership Development** - Foster healthy relationships with and between all members
- 4. **Moderator** - Moderate all meetings
 - 4.1. Bring Sign-in Sheet to each meeting
- 5. **Attendance** - Track and record the attendance of all members for data and goal tracking purposes

Vice Presidential Purview

The following Board Members and their Roles and Responsibilities are under the purview of the Vice President

Vice President

- 1. **Advise** - Inform and advise the President and Board on any current and relevant issues or situations in regards to the organization as a whole
 - 1.1. Act as President when President is unavailable
- 2. **Goals** - Establish yearly goals for LYP
 - 2.1. Establish goals with President prior to January Board Meeting
- 3. **Bylaws** - Enforce all rules and bylaws of organization
- 4. **Backup** - Fill in for the Secretary, Social Media Coordinator, & Events Coordinator as required
- 5. **Email** - Manage LYP Gmail account
 - 5.1. Maintain and organize the email account
 - 5.2. Distribute and delegate emails to the appropriate Board Member
 - 5.3. Respond to all other emails
- 6. **Corporate Sponsorship** - Identify businesses and key individuals as prospective Corporate Sponsors
 - 6.1. Foster and develop relationships with prospective businesses
 - 6.2. Solicit Corporate Sponsorships from businesses
- 7. **Oversight** - Provide leadership and guidance to the Secretary, Social Media Coordinator, & the Event Coordinator

Secretary

- 1. **Advise** - Inform and advise the President and Board on any current and relevant issues or situations in regards to the organization as a whole
- 2. **Administrative Assistance** - Provide administrative assistance to the Board
 - 2.1. Print & Distribute Agenda at every Board Meeting
 - 2.2. Take Meeting Minutes of all Board Meetings digitally on the Agenda Google Doc for the official Record
 - 2.3. Add names to and manage the contact list
- 3. **Google Drive** - Organize and maintain the Google Drive
 - 3.1. Create new folder for the upcoming year

4. **Backup** - Fulfill the Vice President's email duties as necessary
5. **Email** - Send email reminders for all events
 - 5.1. Reminder 1 - Send the Friday before event
 - 5.2. Reminder 2 - Send the Tuesday before event

Social Media Coordinator

1. **Advise** - Inform and advise the President and Board on current and relevant social media issues or situations
2. **Social Media Accounts** - Establish, maintain, and grow the social media presence of LYP
 - 2.1. Manage Facebook and Instagram accounts
 - 2.2. Respond to all Messages and interactions within 24 hours
 - 2.3. Approve new followers, posts, and interactions
3. **Content Creation** - Produce content to post on all Social Media platforms
 - 3.1. Create post for all events encouraging RSVPs and attendance
 - 3.1.1. Create monthly graphic highlighting that month's events
 - 3.2. Create stories and other content to encourage general interaction and engagement
4. **Corporate Sponsorships** - Refer to Vice President
 - 4.1. For calendar and fiscal year 2024 these responsibilities are to be fulfilled by the Social Media Coordinator
5. **Website** - Manage, maintain and update the LYP website
 - 5.1.

Event Coordinator

1. **Advise** - Inform and advise the President and Board on current and relevant event related issues or situations
2. **Event Planning** - Coordinate logistics for LYP events
 - 2.1. Identify and select the facility or location for all LYP events
 - 2.2. Contact the facility and reserve spaces as needed
 - 2.3. Track RSVP's for each event and communicate to the event space as needed
 - 2.4. Organize at least two (2) Pop-Up Events per quarter
3. **Liasson** - Act as the point of contact for guest speakers and panelists
 - 3.1. Send presenter information sheet at least 3 week prior to meeting
 - 3.2. Confirm logistical information with presenter eg location, date, and time of presentations
4. **Calendar** - Manage and maintain the Google Calendar with all events