



GIVING WoMN Board Positions Summary

GIVING WoMN welcomes all members to consider being a part of the Board of Directors. Whether you are new to being on a board or have been on several, it is a great way to shape the future of our organization. We ask that all members consider any of these positions or approach any members you think would be a great addition to the board. Please contact the President or Vice President with any questions.

Positions are 2 year terms with possible renewed terms.

President - 25-30 hours/month, including attendance at Board meetings.

Responsibilities include:

- Preside at all meetings of the membership, the Board of Directors, and the Executive Team.
- Determine the overarching goals, priorities, and agenda for the President(s) term.
- Ensure sound governance of the organization.
- Ensure all orders and resolutions of the Board are carried out.
- Work closely with the Treasurer to insure GIVING WoMN operates on a sound fiscal basis.
- Submit an annual report to the members at the annual meeting.
- Mentor and prepare Board members for leadership positions within GIVING WoMN.

Vice President – 10 hours/month, including attendance of Board meetings.

Responsibilities include:

- In the absence or disability of the President, act as President.
- Determine strategic plan / actions for the annual year.
- Coordinate the Board materials, including the agenda, minutes, and calendar.
- Provide project management, as needed, to support events and collaboration among the operating teams.
- Work closely with the Executive Team and operating teams to ensure the necessary Board and organizational operations are maintained and well documented.
- Responsible for the Nomination Process to elect new Board Members (Executive and/or operating team Chairs).
- Responsible for the coordination of the communication strategy and activities of GIVING WoMN.

Secretary- 5 hours/month, including attendance of Board meetings

Responsibilities include:

- Responsible for the activities of the Secretary.
- Keep records of the proceedings of the Board of Directors and of the membership, including creation of an Annual Record of proceedings.
- Understand and facilitate recordkeeping and the proper proceedings to maintain the by-laws, standing rules and job descriptions/organization for Giving WoMN.
- Identify Giving WoMN documents and records that need to be kept for historical purposes, and ensure the record archives are maintained.
- When requested, sign and execute with the President all deeds, bonds, contracts and other obligations or instruments in the name of the organization.

Treasurer -2 - 4 hours per month. During November through February time period (the period covering receipt of member contributions) 6 – 10 hours per month. This is in addition to Board meetings.

Responsibilities include:

As Board Member:

- Prepare the Treasurer Report to the Board, attend and participate in the Board of Director meetings.
- Support GIVING WoMN recruitment and retention of members, including new member recruitment strategies and the recruitment of Board nominees for the Officer and Chair roles.
- Coordinate as needed with the Executive Team, the Engage and Educate Team, and the Fiscal Agent.
- Uphold and contribute to the strategic positioning and messaging of GIVING WoMN to members and the broader community.



As Treasurer:

- Work closely with fiscal agent on financial reports, and verify the accuracy of monthly income, interest and expense reports provided by the fiscal agent along with a balance sheet.
- Prepare and provide financial reports and statements to the Board of Directors and membership, as needed.
- Contribute brief update to the newsletter re: GIVING WoMN finances.
- Implement and oversee annual contribution process with the fiscal agent.
- Work closely with Membership to ensure that the membership roster is accurate and up-to-date.
- Authorize all expenditures and grant disbursements

Co-Chair of Grants Team - 15–20 hours/month, including Grant Cycle and attendance at Board meetings.

The Grant Cycle approximates the following time commitment:

- 20 hours during period May-Jul
- 6 hours per week during period Aug-Dec (first week)
- 16 hours during period Jan-Feb

Responsibilities Include:

- Responsible for the Grant Team activities and organization, including sub-team roles, volunteer positions, and policies and procedures.
- Ensure that grants principles/guidelines and funding criteria are clearly established and updated prior to each grant cycle.
- Manage the Grant Team deliberations for Letters of Inquiries (LOIs) selected to submit Full Grant Proposals (FGPs) and grant proposal selections to be on the February ballot.
- Maintain contact via phone and/or email with the Grant Nominees throughout the grant cycle (i.e. “decline” and “acceptance” letters, funding decisions, etc) and for appropriate follow-up when required (i.e. MN Common Report due within one year of funding, and small-group gatherings or meetings to report to membership).
- Ensure that ballot materials are prepared and mailed (post or electronically) to general membership at least 2 weeks prior to the ballot close date.
- Ensure and oversee that necessary communications are maintained with the Grant Team, the Executive Team, the Engage and Educate Team, the Board and the participating organizations throughout the grant-making process.

Co-Chair Events of Engage and Educate Team – 9-10 hours/month, including attendance at Board meetings.

Responsibilities include:

- Plan, manage and execute 4 annual events
- Giving WoMN Annual Meeting (May)
- Fall Education Event (September/October)
- Annual Eye Opener (November)
- Winter Education Event (February)
- Coordinate with the E&E Committee to divide event planning duties
- Identify and obtain commitment of volunteers willing to assist at the 4 annual events
- Survey and evaluate feedback from events to monitor attendee satisfaction and member engagement
- Write thank you notes to guest attendees and speakers at events
- Create Final Event report to distribute to board and save on Google documents

Co-Chair Communications – 5-10 hours/month, including attendance at Board meetings. This position shares a vote with other Co-Chair of Communications.

Responsibilities include:

- Coordinate and edit newsletter material in coordination with Executive Team, Grants Team and Engage and Educate Sub-Committees.
- Email newsletters and other updates to members using Constant Contact.
- Send or arrange for Fiscal Agent to send a physical copy of the newsletter, ballots, and invitations to the few members without email.
- Gather updates for the GIVING WoMN website, Facebook and LinkedIn Pages and make appropriate updates
- Publish newsletter to GIVING WoMN.org website in coordination with Webmaster



- Assist with Event Invitations/Constant Contact, Survey Monkey and other technology needs.
- Maintain accurate roster and emails in Constant Contact database utilizing the Excel database maintained by the Treasurer.