

*\*\* All highlighted in YELLOW -open positions*



### **Job Description and Guidelines**

Please refer to Women of Toledo Non-Profit Incorporated Bylaws document:

#### **ARTICLE IV. BOARD OF ADVISORS**

- 4.1 General Powers**
- 4.2 Number, Tenure, Requirements, and Qualifications**
- 4.3 Regular and Annual Meetings**
- 4.4 Special Meetings**
- 4.5 Notice**
- 4.6 Quorum**
- 4.7 Forfeiture**
- 4.8 Vacancies**
- 4.9 Compensation**
- 4.10 Informal Action by Advisors**
- 4.11 Confidentiality**
- 4.12 Co-Advisor Council**
- 4.13 Parliamentary Procedure**
- 4.14 Removal**

### **Advisory Board Members –voting rights**

#### **Advisors**

##### **Purpose:**

**Serve as an Advisory Board of Inclusive for Women**

*DBA Women of Toledo*

*DBA HerHub*

##### **Responsibilities:**

- Attend Monthly Advisory Board Meeting *at 5pm, 2<sup>nd</sup> Monday of the month.*
- Responsible to assist with **Expansion and Development** activities, expectations and job duties for the organization.
- Responsible to hold at least **ONE** position as a committee member to at least **ONE** of the programs and services offered by the organization each fiscal year and work closely with the Committee & Program Manager/Facilitator.
- Attend at least 40% of all of events, programs and services offered by the organization (minimum 2 event/program per quarter)

- Must represent the organization – Women of Toledo at all events sponsored by the organization to include outreach events.
- Help recruit at least **FIVE (5)** new supporters/Friends Circle and **TEN (10)** community/business partner each fiscal year via the Supporters Development program.
- Willing to give time, talents and influence a minimum of 10 hours to the organization on monthly basis.
- Fiduciary duty of \$150 for each fiscal year (\$12.50@month) which entitles you to attend up to 3 ticketed WOT events and programs (sole organizer) for FREE and be part of the community partners.

### **Executive Board Members-voting rights**

#### ***General Policy***

- **Help recruit at least FIVE (5) new supporters/Friends Circle and TEN (10) community/business partner each fiscal year via the Supporters Development program.**
- **Willing to give time, talents and influence a minimum of 10 hours to the organization on monthly basis.**
- **Fiduciary duty of \$150 for each fiscal year (\$12.50@month) which entitles you to attend up to 3 ticketed WOT events and programs (sole organizer) for FREE and be part of the community partners.**

#### **President**

##### **Purpose**

Lead the Committee Board in all its activities and, especially, in its governance and planning roles

##### **Expectations:**

- Is a President to Advisory, Executive Board and Committee Members.
- Is a partner with the Operation team in achieving the organization's mission & vision, and in upholding its values.
- Provides leadership to the Advisory, Executive Board and Committee Members.
- Chairs meetings of the Advisory and Committee meeting after developing the agenda with the Managing Director (MD)
- Encourages the Advisory Board's role in strategic planning.
- Appoints the chairpersons of committees, in consultation with other Advisory Board members.
- Serves *ex officio* as a member of Board committees and attends their meetings when invited.
- Discusses issues confronting the organization with the MD.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.

- Plays an important role in fundraising activities.
- Leads an evaluation of the effectiveness and efficiency of the Advisory, Executive Board and Committee Members and its MD.
- Ensures that the organization's performance in achieving its mission is annually evaluated.
- Acts as a key spokesperson for the organization.
- Performs other responsibilities assigned by the Board.

### **Vice-President**

#### **Purpose:**

Assist the President in his or her duties, while preparing for his or her role as President.

#### **Expectations:**

- Lead role to all programs, liaison to Chairperson and reporting to Advisory.
- Performs the President's responsibilities when the Chair is not available.
- Reports to the President and the Founders.
- Works closely with the Chairperson and other Managing Directors.
- Participates closely with the Chair to develop and implement executive officer transition plans.
- Oversee and help Expansion & Development.
- Coordinate volunteers and cultivate supporters/volunteers to help/attend all WOT events and programs.
- Performs other responsibilities as assigned by the Board.
- Time commitment: average 5-10 hours on monthly basis

### **Secretary – Administrative Assistant**

#### **Purpose:**

Responsible for the maintenance of all records, minutes and legal documents of the Board.

#### **Expectations:**

- Maintains records of the Board and ensures effective management of organization's records:
  - Meeting Minutes Archives
    - Advisory & Executive Board
    - Chairperson & Committees
  - History & Organization's Timelines
- Manages minutes of Board meetings and other record keeping as per legislation.
- Ensures minutes are distributed to Board members after each meeting 48-36 hours after the meeting.
- Is sufficiently familiar with the organization's legal documents (articles of incorporation, by-laws, etc.) to note applicability during meetings.
- Time commitment: 5-10 hours on monthly basis.

### **Treasurer-Finance Officer**

**Purpose:**

Manage and report on the organization's finances.

**Expectations:**

- Oversees the Operation and MD preparation of the budget.
- Monitors and reports the budget and cash flow.
- Ensures the Board's financial policies are being followed.
- Report monthly to the Board and Committees on finances.
- Provides guidance to the Operation regarding the format in which the Board wishes to review financial reports.
- Is, ideally, a signing officer able to sign all checks of the organization.
- Chairs the finance committee for all WOT events and programs.
- Time commitment: average 2-4 hours on weekly basis

### **Chairperson & Committee Members**

***General Policy***

- **Help recruit at least Three (3) new supporters/Friends Circle and One (1) community/business partners each fiscal year via the Supporters Development program.**
- **Willing to give time, talents and influence a minimum of 10 hours to the organization on a monthly basis.**
- **Fiduciary duty of \$60 for each fiscal year (\$5@month) which entitles you to attend up to 2 ticketed WOT events and programs (sole organizer) for FREE.**

### **Chairperson**

*Division: Educational Initiatives, Women's Connection and HerHub*

**Purpose:**

Oversee, develop and execute all programs, events and initiatives under its division.

**Expectations:**

- Develop a program calendar.
- Develop at least 1 event/program quarterly, with minimum total of 3 programs annually.
- Help generate partnerships and sponsorships for all programs if there's no funding/budget allocated for the event/program OR work very closely with the fundraising chair to generate funds for the program's operation budget.
- Plan and execute the program agenda and work very closely with Event Management, Marketing and Communication Teams.

- Responsible to be a facilitator for a minimum of 70% of all events, programs and workshops under its division. \*\*Under certain circumstances may be subject to receive facilitator stipend or honorarium as set by program funding.

### **Supporters Chairperson**

#### **Purpose:**

Responsible for and manage all the initiatives under the Supporter division.

#### **Expectations:**

- Maintain Supporter records and all correspondence.
- Develop and execute at least Expedition events – recommended 1 in SPRING and 1 in FALL.
- Participate in a minimum of 70% of outreach events to promote and recruit supporters.
- Partner with the Expansion and Development to plan a minimum of 1 annual drive to recruit supporters at large.
- Partner with the Operation Team and Expansion and Development Team to develop a supporter package, swag gifts and marketing resources.

### **Event Management**

#### **Purpose:**

Help manage, develop and execute all events for WOT.

#### **Expectations:**

- Partner with all Chairpersons, Co- Chairs, Expansion and Development and Operation at executing successful events/programs for WOT.
- Collaborate with Fundraising to assist with funding development for the organization.
- Work to support the operations, programs and services for Women of Toledo Co-Chair the Outreach initiatives.
- Oversee and support the event team by guiding, directing follow up and analysis for continued improvement as needed.
- Work closely with the partners, suppliers and contractors.
- Oversee the procurement of catering, audiovisual, security, venues and rentals.
- Oversee the room arrangement and mapping floor plans for all in-house events.
- Develop and utilize partnerships with local agencies as appropriate.

## **Youth Development**

*Division of Women's Connection: Young Women, Young Girls, Disconnected Youth, Youth Programming*

### **Purpose:**

Assist the Chairperson & Operating Director to develop and execute Youth programs/services.

### **Expectations:**

- Ability to set goals and develop a plan.
- Interest in varied activities that encourage the development of self-determination and self-advocacy skills.
- Ability to practice leadership skills and participate in community life.
- Interested in learning the history, values, and beliefs of Intergenerational Model of Women of Toledo.
- Ability to demonstrate awareness, understanding, and knowledge of other cultures and societies and show respect for all people & diversity.
- Ability to engage in experiential learning and have opportunities for genuine leadership, taking primary responsibility for developing plans, carrying out decisions, and solving problems.
- Assist in developing at least 1 event/program quarterly, with a minimum of 3 programs annually.
- Plan and execute the program agenda and work very closely with Event Management, Marketing and Communication Teams.
- Ability to give time, talents and influence to help develop & promote all youth programs in the community.

## **Volunteers Chairperson**

### **Purpose:**

Responsible to coordinate volunteers for Women of Toledo programs, services, and events.

### **Expectations:**

- Assists in the recruiting, interviewing, training and retention of new and current volunteers.
- Assists operating team in completion of volunteer forms, timesheets and thank-you.
- Promotes WOT goals, cultivates volunteers to be part of supporters and attend future activities.
- Develops and maintains a general list of volunteers managing the database and opportunities to the organization.
- Oversees the assignment of volunteer jobs and maintains a list or database with the names, contact information, availability and interests of volunteers to contact during the year.

- Partners with the operating team or Event Chairperson to distribute assignments and documentation.
- Partners with the Event team and coordinates an annual special recognition event to celebrate the power of volunteer engagement.
- Other duties as may be assigned by the Managing Director or the Chair of the Board.

## **Communication & Marketing**

### **Purpose:**

Help manage, develop and execute marketing & communication for WOT.

### **Communication**

- Monthly Newsletters, bi-weekly & event program ShoutOuts
- Social Media posting –Facebook, Instagram, LinkedIn, Twitter
- Press Releases
- Website maintenance

### **Marketing -managed by MD**

- Generate designs for all events and programs – Facebook Cover, Flyer, Postcards and poster boards (if required).
- Work with the Advisory or MD for consistent brand awareness.
- Marketing resources for outreach, organization's brochures and calendar.

### **Outreach**

### **Purpose:**

Attend, and/or participate in special events and promotions advocating for the organization.

### **Work Scope:**

- Serve as spokesperson for the organization at meetings, special and media events.
- Responsible for developing and implementing all outreach and marketing activities, campaigns, and strategies to promote the organization.
- Establish and maintain effective relationships with local, state, and federal agencies, employers, and other partners-community partners & Business network groups.
- Perform and supervise all communication, outreach, marketing, public relations, and media duties relating to WOT as required.

### **Fundraising**

### **Purpose:**

Educate and motivate the leadership team, Circle of Friends, partners and all on fundraising best practices in order to achieve the organization's fundraising goals.

**Work Scope:**

- Set fundraising goals for the organization and develop event-wide fundraising opportunities for greater donor potential.
- Identify opportunities for revenue growth pre, during and post for all fundraising events.
- Recruit, train and lead a fundraising committee or team to generate the culture of philanthropy, generate fundraising ideas and implement the opportunity.
- Work with the Advisory Board Members to set goals and schedule year-round fundraising activities.
- Quarterly fundraising events – 4 annually with a total goal to raise a minimum of \$10,000.
- Identify 3<sup>rd</sup> party fundraising and plan 2-3 events annually with a total goal to raise a minimum \$5,000.

**Task Force Team & Consultants–Staff Team**

**Managing Board of Directors (MD)**

**Purpose:**

To serve as a Managing Director of Women of Toledo

**Work Scope:**

- Makes a serious commitment to participate actively in programs and committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund-raising for the organization
- Mentors new Chairperson & Committees
- Oversee all Expansion and Development Projects, committees under each division.
- Ensures that the committee members have the information needed to do their jobs.
- Reports to the Board as a whole and in particular keeps the President informed.
- Reports to the full Board on committees' decisions/recommendations.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's evaluation.
- Generate pre-and post-assessments for all programs, events and workshops.

## **Expansion and Development- E&D**

### **Proposal:**

Serve as an Expansion and Development for Inclusive for Women

### **Work Scope**

- Manage the Support and Sponsorship Program.
- Work very closely with the Advisory Board/Committee of Fundraising, Event Management, Outreach, Supporters and Grant Writer.
- Work to develop an opportunity to bring new supporters and sponsorship programs.
- Recruit, train and lead an Expansion and Development Volunteer team to generate the culture of philanthropy and implement the opportunity.
- With the help of the Outreach Board, must attend, and/or participate in 4 separate special events and promotions advocating for the organization.  
(Suggestion: 1 occasion per quarter)

### **Funding Goal:**

Annual goal, collectively with Board of Advisory & Committees, is to raise \$50,000

- Expansion & Development individual's goal \$30,000
- Fundraising activities goal \$20,000 annually

### **Reporting Requirement**

- A checklist on E&D current and potential projects
- Timeline or report action items on a monthly basis with bi-weekly reporting via email or shared folder in Dropbox.

## **Support- Administrative**

### **Purpose:**

Responsible for the maintenance of all records, minutes and legal documents for programs.

### **Work Scope:**

- Maintain records of the programs and ensures effective management of the organization's records
  - Program Minutes Archive
  - History & program Timelines
  - Marketing & communication Archives
  - Help MD maintain the database, signup sheet and contacts of the program.
- Time commitment: 4-5 hours on weekly basis.

**Facilitators & Coach**

**Purpose:**

Facilitate workshops or coaching sessions

**Work Scope:**

- Ensure that WOT programs and/or lesson plan curriculum is delivered professionally and effectively to meet the desired learning objectives.
- Able to facilitate groups of newcomer women and youth facing multiple barriers.
- Must understand how to lead conversations and act as a guide to help move people through a process, together.
- Responsible for developing and implementing all outreach and marketing activities to promote the program that you will be facilitating.
- Facilitators will also be required to attend training meetings, provide feedback about program implementation, and be evaluated by Managing Director and Program Chairperson.
- Program reporting per grant evaluation. (if any)
- Attend, and/or participate in a minimum of 40% of all other events, programs and advocate for the organization.
- Be part of WOT Circle of Friend Supporters or Community Partner annually.

IN WITNESS WHEREOF, I, \_\_\_\_\_ the undersigned, serving as the **Leadership Team for Women of Toledo** understand and execute this Job Description and Guidelines within my terms serving as Governance Board for the organization on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_ (signature)  
\_\_\_\_\_ (printed name)

Title: \_\_\_\_\_