

Position Title: Foundation Chair

Voting position: Yes

Date reviewed: 1/2020

Date of last update: 1/2020

Expectations of all board members:

- Officers need to understand all the By-Laws; Articles particular to Officers are
  - Article VII Officers
  - Article VIII Nominations and Election of Officers
    - Included in eligibility to serve as an Officer is one must support the Mid-Day Legislative platform
  - Article IX Duties of Officers
- Officers are highly encouraged to join at least one committee

Position Description:

Foundations Co-chairs oversee the Black & Pink Ball, Entrepreneur Grant and Golf Outing Committees including communications and processes and at times attend committee meetings.

Responsible to give Foundation Summary Report of Events at Board Meetings.

Gives sponsorship fundraising guidance, advises committees on non-profit fund raising and disbursement.

Requirements:

- Desirable broad knowledge and experience in:
- Skills: e.g. word, spreadsheets, FreedCamp, Wild Apricot, social media (FB, Instagram, LinkedIn) etc
  - List skills that are truly prerequisite
  - List skills that just fine to learn in role (example FreedCamp, Wild Apricot)
- Demonstrated ability to:
  - Abc
  - xyz

Conclusion:

- The position description is intended to convey information to understanding the scope of the position and the general nature and scope. This position description is not intended to be an exhaustive list of qualifications, skills and responsibilities.