THE IMPACT100 BOARD

Job Descriptions Sample

These are samples only and should be used as a broad guide. Actual job descriptions will vary based on the individuals who serve on YOUR IMPACT100 board.

Title: President(s)

SUMMARY: The President serves as Chair of Impact100 Board of Directors, working with the Board of Directors to achieve the goals of the organization.

MAJOR RESPONSIBILITIES:

- Fully understand, defend and protect the Impact100 Model to community stakeholders.
- Lead the other Directors and any members as the work of the Impact 100 Model is executed.
- Prepare for and manage the Board (and Executive Committee, if utilized) meetings.
- Lead the process to create and manage the strategic plan.
- Support activities and processes that result in a positive, productive board member experience and excellent results for the organization.
- Represent and serve as the primary spokesperson for Impact 100 in the community.
- Preside over Board meetings, Annual Meeting and any other meetings of Impact 100 including Board Retreats

SAMPLE ONLY

Title: President Elect/ Vice President

SUMMARY: The President Elect/VP is recognized as the next President of the organization. As such, she shadows the President in order to better assume the duties in the following term. PE/VP also performs the function of the President if the President is unable to serve.

MAJOR RESPONSIBILITIES:

- Work with the President to oversee execution Impact 100 Model.
- Fully understand, defend and protect the Impact 100 Model to community stakeholders.
- Support the President – and fill in when President is unavailable to lead the other Directors and any members as the work of the Impact 100 Model is executed.
- Serve as liaison to support other committees of the board

- Facilitate planning and communication to ensure a positive Board member experience
- Represent and serve as a spokesperson for Impact 100 in the community.

Title: Secretary

SUMMARY: The Secretary is responsible for keeping full and accurate records of the business of the Board and assists with other correspondence as needed.

MAJOR RESPONSIBILITIES:

- Collect & disseminate Board reports/correspondence to all Board members in advance of meetings
- Take full and accurate meeting minutes and share them with Board Members in a timely fashion.
- Maintain and organize the Board calendar and file system on Google Drive, or other shared platform.
- Manage the database of information

Title: Treasurer

SUMMARY: The treasurer is responsible for safeguarding, managing, and reporting the finances of the organization. Ensure proper handling of all transactions and proper adherence to accounting standards.

MAJOR RESPONSIBILITIES:

- Properly account for all membership, sponsorship, support donations.
- Follow sound Financial practices to protect the resources of Impact 100
- Often held by a CPA or banker
- Prepare and present monthly budget and financial reporting at Board meetings.
- Manage the process to verify expenses and Issue grant payments to annual award recipients.
- Verify appropriate payments and deposits accurately reflect the work of the organization.
- Prepare annual income statement, balance sheet, and required tax filings.
- Prepare and revise as appropriate an annual budget with input from the Board.

Title: Membership Chair

SUMMARY: The Membership Chair is responsible for recruiting new members, engaging existing members ensuring communication and events are well delivered to both. In the early stages, one (or two) people can handle all aspects of the role. In time, adding Board members to lead Member Experience/Engagement and selecting a Recruitment Chair, will be vital.

SAMPLE ONLY

MAJOR RESPONSIBILITIES:

- Ensures an excellent Impact 100 Membership experience through activities to keep members informed, involved, and valued throughout the year.
- Coordinates and supports recruiting (spread the word) events
- Direct and coordinate communication to members and prospects through newsletter, social media, email, etc.
- Design and implement a recruiting strategy to achieve Impact 100 goals in conjunction with board

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Title: Events Chair

SUMMARY: The Events Chair is responsible for design and execution of the Big Three events for Impact 100, the Big Reveal, Meet the Finalists, and the Annual Meeting.

MAJOR RESPONSIBILITIES:

- Usually an event planner or experienced hostess holds this role.
- Plan and execute the Three Signature events in coordination with Board
- Find location, set budget, execute contracts, coordinate payment, coordinate Impact 100 chairs for event responsibilities, coordinate set-up and manage "house" during Big three events

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Title: Marketing & Communications Chair

SUMMARY: Marketing & Communications Chair oversees and coordinates all marketing and communications functions.

MAJOR RESPONSIBILITIES:

- Creates and implements brand identity
- Creates/ shares talking points and messaging for organization and events
- Serves as the point of contact for media.
- Oversees and creates and provides content for newsletter and other internal and external communications
- Work with the Board to determine communications and marketing needs.
- Develop an integrated marketing communications plan and budget.
- Ensure consistency of brand elements and use to maintain brand integrity.
- Coordinate communication and planning needs with other committees of the board as needed.
- Oversee use of social media accounts.
- Typically held by a PR/Marketing pro
- Oversees and coordinates work of Member Communications, External Communications and Digital Communications Chairs when added to the Board

Title: Grant Review Chair/ Nonprofit Liaison

SAMPLE ONLY

SUMMARY: The Grant Review Chair oversees and coordinates all functions related to the grant process.

MAJOR RESPONSIBILITIES:

- Serve as the point of contact and liaison for the grants process.
- Guide creation of grant application and grant review materials.
- Coordinate communication of grant application process to area nonprofits
- Create and execute training for nonprofits, Focus Area Chairs and Focus Area Committee members • Typically this role is filled by someone with extensive grant experience through a private or family foundation, bank Trust department or similar.

Title: Community Investment Review Committee Chair (CIRC)

SUMMARY: The CIRC Chair's primary responsibility is to provide a financial review of the non-profits selected by the Grant Review Committees as potential finalists for Impact 100's grant. The financial review process is to assist the Grant Review Committees preparation for an informative site visit and/or interview, provide insight into the longevity of the organization and assess the organization's ability to carry out the proposed project, should they be selected.

The role of the Community Investment Review Chair will also be to monitor grant recipient's compliance with the Impact 100 Grant Agreement including, but not limited to, the installment payment schedule, if applicable.

MAJOR RESPONSIBILITIES:

- Establish and update prudent standards that define acceptable definitions and ranges of financial stability and operating results of grant applicants – Train committee members on same.
- Risk Rating structure – assign a rating to each non-profit reviewed that assesses the overall financial longevity of the organization.
- Identifying nonprofit applicants that are considered unacceptable risk to Impact 100 as a Finalist.
- Oversee and coordinate financial review processes for the Grant Review Committees' selection of potential grant finalists, particularly as they approach site visits and interviews of the non-profits
- Monitor and direct the extension of grant funding to grant recipients in accordance with agreed upon achievements

Title: Focus Area (Grant Review) Committee Chairs

SAMPLE ONLY

SUMMARY: The Focus Area Committee Chairs each serve on the Board and work under the Grant Review Chair. There is a Chair(s) (Board Member) for each Focus Area:

- Art & Culture
- Education
- Environment, Preservation and Recreation
- Family
- Health & Wellness

MAJOR RESPONSIBILITIES:

- Schedule, plan and facilitate grant review meetings with committee members to review grant applications.
- Ensure Grant Review Conflict of Interest / Affiliation statements are executed by all committee members, available to Governance Chair to identify and resolve potential conflicts.
- Maintain the integrity of the grant review process at all times
- Provide communication between all committee members, whether present at committee meetings or not, and serve as liaison between committee and non-profit agencies.
- Appoint site visit coordinator and enlist committee member participation in site visits.
- Coordinate financial review with Community Investments Review Committee.
- Ensure committee has selected a non-profit Finalist by the required date.
- Work closely with Chair and other FAC Chairs to ensure consistency, appropriate levels of transparency and fairness.

Title: Friends of Impact100 Chair

SUMMARY: The Friends of Impact100 Chair identifies and follows up with potential supporters of the Impact100 Mission. Fully understands the Impact100 Model and ensures policies, procedures and practices are in alignment with the Impact100 Model

MAJOR RESPONSIBILITIES:

- Educate on the advantages of the Impact100 model (ie. empower women, growing philanthropic giving in the community, allow a space for nonprofits to grow grant writing skills, cross generational membership, skills from leadership opportunities as members that transfer to business setting)
- Cultivate Supporters, at every level and maintain a database of prospects and donors for accurate recognition and follow up

SAMPLE ONLY

• Identifies and cultivates individuals or businesses interested in underwriting Impact100 efforts

• Raise funds or in-kind donations for operational expenses of Impact100.

Title: Database Manager

SUMMARY: The Database Manager maintains robust database information for Impact 100

MAJOR RESPONSIBILITIES:

• Develop and Manage a membership recruitment database, continuously adding new names and maintaining notes on each.

• Develop and Manage a database of nonprofits including attendees of events, application history, etc.

• Cross reference information to produce reports as required.

Title: Board Development Chair

(OFTEN PRESIDENT ELECT ALSO CHAIRS THIS COMMITTEE)

SUMMARY: The Board Development Chair is responsible for overseeing the ongoing development of a complete and skilled Board of Directors. Fully understands the Impact100 Model and ensures policies, procedures and practices are in alignment with the Impact100 Model

MAJOR RESPONSIBILITIES:

• Oversee the process to nominate additional board members by identifying needs, and identifying candidates for consideration.

• Provide (or engage) board training and culture building in conjunction with the President as needed. Establish and implement a new Board member on-boarding process and monitor results of these efforts.

• Maintain accurate and up-to-date descriptions of the role, responsibilities and tasks for each Board position.

SAMPLE ONLY

Title: Governance Chair

SUMMARY: Governance Chair leads the process to create, update and maintain Board Bylaws, policies, procedures, role descriptions and other documents related to governance of the organization. Fully understands the Impact100 Model and ensures policies, procedures and practices are in alignment with the Impact100 Model

MAJOR RESPONSIBILITIES:

- Often held by an attorney or accountant, the Governance Chair ensures the organization remains in compliance with policies, procedures and bylaws.
- Fully understands the Impact100 Model and ensures policies, procedures and practices are in alignment with the Impact100 Model

SAMPLE ONLY