

## **Habitat Young Professionals of Charlotte Roles and Responsibilities**

There are two sets of requirements for board members. First are the standard board member responsibilities that all board members, regardless of role, must meet. Second are the role-specific responsibilities. Both have been outlined here.

### **Standard Board Member Responsibilities:**

- Attend at least 8 of 12 Board meetings (typically the last Wednesday of the month)
- Attend Mud Volleyball (typically May/June – date for 2018 forthcoming)
  - Attend several mud-volleyball specific meetings in the weeks leading up to the event.
- Attend 8 of 12 Third Thursday social events each year
- Attend 4 of 12 Build Days or Restore volunteer opportunities (or a combination)
- Attend New Board Orientation (generally in September)
- Maintain HYPC membership during full year

### **Role-Specific Responsibilities:**

#### **Board Vice Chair**

*It is sought that the Chair has prior experience with HYPC, preferably serving in the capacity of another Officer position during the previous term.*

*Term length: 3 years – 1 as Vice Chair, 1 as Chair, 1 as Past Chair*

*Busy times: September and October during board member on-boarding, spring – during the two months leading up to mud volleyball*

- Assist Chair to ensure annual HYPC goals are being met
  - Meet with board members to ensure they understand how their role plays into annual goals and are on track to meet their roles and responsibilities
- Select strong candidates as possible future committee members
- Assist Chair to ensure success of Mud Volleyball
  - Monitor mud volleyball timelines and progress of subcommittees to ensure event planning remains on track
  - Work with Chair and Habitat staff to design the mud volleyball layout and mark the site for vendors (tent locations, port a john locations, field markers, etc.).
  - Week prior to mud volleyball work with Chair to: oversee the work of vendors; direct volunteers in setting up the site.
  - Day-of mud volleyball: media interviews, assist any table in need, pulse the event to ensure it runs smoothly.
  - After mud volleyball: ensure all receipts are submitted in a timely manner, all returns are completed, and the site is cleaned.

#### **Secretary**

*Term length: 2 years*

- Serve as point of communication between the members of the board, and maintain the active board member contact information.
- Provide scheduling, notice, and materials for all board activities.
- Maintain the monthly board activity tracker and ensure that all board members have updated the necessary information in the tracker prior to the monthly board meeting.
- Attend all board meetings and record minutes for the meeting.
- Provide ad-hoc assistance to the Chair, Vice Chair, and Past Chair as needed.

#### **Communications/Marketing Chair**

*Term length: 2 years*

*Busy times: Spring (the three months leading up to mud volleyball)*

- Assess current social media outlets and maintain current events and pictures on the sites (Website, Constant Contact, Facebook, Twitter, Meetup)

- Promote Mud Volleyball and other big fundraisers with local media (newspapers, magazines, radio, TV)
- Create a quarterly member newsletter. Work collaboratively with other Board members to obtain content for the newsletter.
- Assist Member Relations on how to target young professional demographic in specific marketing efforts
- Create marketing materials for events in hand with Events Chair
- Ensure relevancy of HYPC logo and encourage proper promotional materials are on hand (members t-shirts, etc)
- Serve on the Mud Volleyball Advisory Committee

### **Events (Chair)**

Term length: 2 years

- Lead effort on proposing new fundraising and social events (partner with Volunteer Coordinator)
- Plan logistics (date/time/needs) for monthly Third Thursday events and coordinate with the partnering venue (and other events as needed)
- Organize event materials and day-of setup (shared with Communications/Marketing)
- Track member/new member participation at big fundraisers (shared with Member Relations)
- Serve on the Mud Volleyball Advisory Committee

### **Sponsorship (Chair)**

Term length: 2 years

Busy times: 3-4 months before mud volleyball

- Develop fundraising target goals and strategy with Board Chair and Habitat Charlotte
- Work closely with Habitat Charlotte on sponsorship package for mud volleyball
- Maintain relationships with past business donors (in-kind and monetary)
- Expand relationships with new business donors (in-kind and monetary)
- Create tiered levels of sponsorship for identified big fundraisers
- Collaborate with Events to create fundraising events or opportunities in Charlotte
- Oversee all aspects of fundraising activities