



Board of Directors Job Descriptions

2023-2024 Year

President:

The President helps set the direction for the organization, working with the Board of Directors to implement strategic goals and protect the organization's health and integrity and its philanthropic mission.

MAJOR RESPONSIBILITIES:

- Promotes and protects the mission and interests of Impact100 of Greater Milwaukee and its members.
- Serves as Chair of the Impact100 Greater Milwaukee, Inc. Board of Directors and its Executive Committee.
- Serves as *ex officio* on all other committees of the Board of Directors.
- Coordinates with President-Elect to share strategic and operational responsibilities as agreed upon between them, while maintaining ultimate responsibility for health and functioning of the organization.
- Creates policy, strategic plan, budget and operational procedures with the Board; ensures that the Board and Impact100 organization act in accordance with its rules and policies.
- Prioritizes issues for the Board to address and sets agenda for Board meetings.
- Participates in planning and presiding over the Annual Meeting.
- Executes any contracts or other agreements authorized by the Board.
- Contributes to Impact100 communications as appropriate.
- Represents and serves as spokesperson and ambassador for both Impact100 and community events.
- Seeks out information to continuously improve and support the organization through reading, webinars, conferences and other resources, including communicating with other Impact100s about their best practices and strategies. If possible, attends biennial Impact100 and Philanos conferences.

DIRECT REPORTS: Board members

TERM: One year; Upon completion of term, assumes role of Past President

TIME REQUIREMENT: Minimum 15-30 hours per month; varies by year depending on specific strategies and initiatives.

Requires flexibility in schedule to fulfill responsibilities.

HELPFUL SKILLS: Planning, facilitation, project management, diplomacy; skilled communicator.

President-Elect:

A working partner to the Impact100 President, the President-Elect helps set direction for the organization, works with the Board Directors and committee chairs to implement strategic goals and protect the organization's health and integrity and its philanthropic mission.

MAJOR RESPONSIBILITIES:

- Serves as an ambassador for Impact100 inside the organization and in the community.
- Attends and participates in monthly Board meetings, Impact100 events, recruitment sessions, and trainings.
- Performs the duties of President when President is temporarily unable to serve. This includes presiding over Board of Directors and Executive Committee meetings and executing contracts and other agreements.

DIRECT REPORTS: None. Reports directly to President. Serves as a member of the Executive Committee as well as the Board of Directors.

TERM: One Year; Upon completion of term, assumes role of President

TIME REQUIREMENT: Minimum 10-15 hours per month; varies by year depending on specific strategies and initiatives. Requires flexibility in schedule to fulfill responsibilities.

HELPFUL SKILLS: Planning, facilitation, project management, diplomacy; skilled communicator

Past President:

The Past President contributes counsel, experience and historical perspective to the Board of Directors in order to maintain the mission and success of Impact100 Greater Milwaukee.

MAJOR RESPONSIBILITIES:

- Sits on the Nominating Committee.
- Assists the President with special projects.
- Serves as an Ambassador of Impact100 Greater Milwaukee.
- Manages memberships in organizations and associations.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: None. Reports directly to President. Serves as a member of the Executive Committee as well as the Board of Directors.

TERM: One Year

TIME REQUIREMENT: Varies depending on special projects; January – May is busiest for Nominating.

HELPFUL SKILLS: Planning, facilitation, project management, diplomacy; skilled communicator

Secretary:

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

MAJOR RESPONSIBILITIES:

- Transcribes and stores the minutes of the Board of Directors and Executive meetings.
- Maintains a record of directors' attendance at Board of Directors meetings.
- Gives all notices in accordance with the provisions of the Impact100 Greater Milwaukee, Inc. Bylaws, or as required by law.

- Custodian of the Corporation's records.
- Maintains and manages document retention systems and stores documents specified in Impact100 Greater Milwaukee's document retention policy.
- Annually provides directors and committee chairs with a list of leadership contact information.
- At the beginning of the new Board year, emails directors and committee Chairs a calendar of Board meeting dates, times and locations, specifying to which meetings the entire Leadership is invited.
- Emails draft minutes of previous Board meeting to Executive Committee for review prior to distributing to entire Board.
- Requests director reports and meeting agenda prior to Board meeting.
- Emails meeting notice and board materials to directors at least three days in advance. Board materials include previous meeting board minutes, financials, agenda, director reports and other materials as appropriate.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Assistant Secretary. Reports directly to President. Serves as a member of the Executive Committee as well as the Board of Directors.

TERM: Two years

TIME REQUIREMENT: Average 4 hours per month, with July busier due to Board transition.

HELPFUL SKILLS: Attention to detail, listening and summarizing in writing

Treasurer:

The Treasurer is responsible for overseeing the management and reporting of finances of Impact100 Greater Milwaukee.

MAJOR RESPONSIBILITIES:

- Assures proper and complete accounting for all transactions under GAAP for not-for-profit entities.
- Validates proper segregation of duties and adherence to effective internal controls
- Prepares annual budget for approval by Board.
- Presents monthly financial statements with analysis to Board.
- Ensures timely payment of invoices to avoid late payment fees.
- Coordinates audit with external CPA firm.
- Reviews and presents annual audited financial statements to Board.
- Ensures all licenses and insurance coverage are updated annually.
- Ensures timely filing of form 990 with the IRS.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Assistant Treasurer & Controller. Reports directly to President. Serves as a member of the Executive Committee as well as the Board of Directors.

TERM: Two years; term continues through completion of Audit

TIME REQUIREMENT: 10 - 20 hours per month

HELPFUL SKILLS: Significant experience in accounting management, Excel, QuickBooks, and auditing

Governance Director:

The Governance Director maintains, and updates organization bylaws, policies, procedures and other documents related to governance of the organization.

MAJOR RESPONSIBILITIES:

- Monitors governance standards for Board within guidelines of the Bylaws.
- Monitors and oversees Conflict of Interest Policy for directors, officers, and grant committee members.
- Chairs Nominating Committee and keeps record of Board/Chair terms.
- Reviews and oversees Board Commitment document.
- Prepares and implements Grant and Merit Grant Agreements with input from Grant Directors.
- Reports grant disbursements to the Board.
- Responsible for Board meeting minutes in the absence of the Secretary.
- Assists President with Board orientation, ongoing board information and education.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Grants Management Chair. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years; term continues until current year's Grant and Merit Agreements are signed

TIME REQUIREMENT: 5 - 15 hours per month

HELPFUL SKILLS: Legal or board governance experience

Grant Director:

Together, the two Grant Directors oversee and coordinate all functions related to the grant process.

MAJOR RESPONSIBILITIES:

- Oversees and supports the Grant Committee Chairs who are responsible for reviewing all grant proposals.
- Collaborates with the Financial Review Chair to ensure a seamless grant review process.
- Oversees and collaborates with the Grant Platform Chair and Grant Events Chair.
- Regularly monitors the Grants@impact100mke.org email with others as appropriate.
- Coordinates updating the Grant Timeline.
- Works with Grant Chairs to set up grant meeting dates, times & locations.
- Reviews and updates, as appropriate, the Grant Handbook, LOI and Full Proposal.
- Collaborates with the Financial Review Chair to verify nonprofits that submit an LOI meet initial eligibility criteria.
- Assigns LOIs to grant committees based on applicant ranking and committee balance.
- Works with Governance Director to ensure Conflict of Interest Policy of all Grant Committee members is observed.
- Functions as liaison between the Grant Committees and applicants during the grant review process.
- Attends grant committee meetings and site visits as a resource and Board representative.
- Responsible for updating the Board throughout the grant review process.
- Reviews and approves finalists Executive Summaries for distribution.
- If needed, assists Financial Review Chair to recruit Financial Liaison committee members.
- Prepares content and presents programs at Grant Training Sessions, Nonprofit Information Sessions and Finalist event.
- Provides guidance to Grant Events Chair on Grant Committee sign-up, Grant Training Sessions, Nonprofit Information Sessions and Finalist event.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Grant Committee Chairs, Financial Review Chair, Grant Platform Chair & Grant Events Chair. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years

TIME REQUIREMENT: 20-30 hours per month

HELPFUL SKILLS: Planning, facilitation, project management, familiarity with Microsoft Word, Excel and PowerPoint

Systems Director:

The Systems Director oversees MemberLeap and the website, and builds a team to assist with execution, updates and maintenance.

MAJOR RESPONSIBILITIES:

- Works closely with Communications to create emails, invitations and newsletters in MemberLeap.
- Creates and maintains mailing lists in MemberLeap.
- Oversees and troubleshoots member accounts in MemberLeap in conjunction with the Treasury Team.
- Creates and updates custom forms, letters, membership forms and others in MemberLeap.
- Works closely with Communications to keep website relevant and updated and serves as the main contact with website provider.
- Assigns permissions for use of all platforms and provides training on all platforms.
- Oversees all platform updates and maintenance plans.
- Works closely with Events Team and Communications Director to ensure appropriate, engaging and timely communications.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: None. Reports directly to the President. Member of Board of Directors.

TERM: Two years

TIME REQUIREMENT: 20 hours per month

HELPFUL SKILLS: Database experience, attention to detail, persistence in trouble shooting data systems and able to manage to deadlines

Communications Director:

Together, the two Communications Directors oversee all areas of communications and are responsible for delivering compelling, brand-consistent messages to all target audience segments, including members, prospects, non-profits, sponsors and supporters.

MAJOR RESPONSIBILITIES:

- Provides oversight and counsel to Communications and External Communications Chairs.
- Strategizes with Communication Chairs and with the Board on key internal and external messages and promotion/publicity.
- Develops and manages a master timeline for annual communications working in close coordination with Directors and Chairs.
- Attends and participates in monthly Board meetings and Impact100 events.
- Through the External Communications Chair
 - Develops and implements strategies to build Impact100 Greater Milwaukee's reputation as a leading charitable organization in the Greater Milwaukee area among potential members, nonprofit organizations, and the community at large.
 - Develops and implements Marketing, Public Relations and Media plans.
 - Develops and implements Media Message Training (Talking Points) for the Board.

DIRECT REPORTS: Communications Chair and External Communications Chair. Reports directly to the President. Member of Board of Directors.

TERM: Two years

TIME REQUIREMENT: 15-30 hours per month; highest fall – early January; lowest February – July

HELPFUL SKILLS: Experience with marketing, messaging and branding; impactful communication and writing skills; ability to manage time, calendars and people effectively; collaborative style

Programming & Outreach Director:

The Programming and Outreach Director works in close partnership with Events Director to provide energizing, informative, educational and social events for current and prospective members and guests.

MAJOR RESPONSIBILITIES:

- Develops strategy for overall program content for all Impact100 events, including Kickoff, Helping Hands, Annual Awards Celebration (AAC), and Beyond the Headlines series, in collaboration with President, President-Elect, Events Director, Membership, Communications, and Grant Directors.
- Oversees Programming, Beyond the Headlines/Global Day of Impact, and Outreach Chairs.
- Oversees relationship management of past grantees once grant agreements are executed.
- Coordinates with Membership Recruitment and Retention Directors, Event Director, Communications Directors and Grants Directors on annual master calendar.
- Works with Membership Recruitment and Retention Directors and Event Director to ensure there is a recruiting element at all Impact100 events.
- Coordinates with Communication Directors for consistent branding and up-dated marketing materials for all events.
- Together with Event Director, works with Treasurer and Friends of Impact on event budgets and sponsorship needs.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Programming Chair, Behind the Headlines/Global Day of Impact Chair and Outreach Chair. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years

TIME REQUIREMENT: 10-25 hours per month

HELPFUL SKILLS: Collaborative, messaging, content development, ability to frame issues & component parts, ability to make community connections

Events Director:

The Events Director works in close partnership with Programming & Outreach Director to provide energizing, informative, educational and social events for current and prospective members and guests.

MAJOR RESPONSIBILITIES:

- Ensures that members and guests who attend or volunteer for our events feel included, informed, and involved.
- Oversees Events Chair & Annual Awards Celebration Chair.
- In coordination with Events Chair, assists with coverage and task delegation for all events.
- Works with Assistant Treasurer on oversight for event budgets.
- Works with Friends of Impact to assess event budget and related sponsorship needs.
- Develops event calendar for following year.
 - Coordinates with Membership Directors, Programming & Outreach Director, Communications Directors and Grants Directors on master calendar.
- Works with Membership Directors and Programming & Outreach to ensure there is a recruiting element at all Impact100 events.
- Coordinates with Communication Directors for consistent branding and updated marketing materials for all events.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Annual Awards Chair and Events Chair. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years

TIME REQUIREMENT: 10-25 hours per month

HELPFUL SKILLS: Collaborative, event planning, volunteer management, budgeting

Membership Recruitment Director:

The Membership Recruitment Director works to grow and diversify membership through events and communications.

MAJOR RESPONSIBILITIES:

- Coordinates strategies for recruitment.
 - Supports Recruiting Events Chair in coordinating regional representatives and supports event timeline and calendar for membership recruiting events.
 - Develops recruiting strategy including professional networking groups and prospective new members with Recruiting Support Chair.
 - Supports the Recruiting Support Chair in managing prospective member list, invitation and attendee lists.
 - Supports facilitation of affinity groups and regional events.
- Works closely with Membership Retention Director to coordinate membership event calendars and overall membership strategy.
- Confirms with Communications and Systems Directors that prospect list receives timely communications on membership events and deadlines.
- Collaborates with Events Director to offer recruiting options at all events.
- With Communications Director and presenters, develops and maintains recruitment presentation used at recruiting events with Communications Director and presenters.
- Works with the Communications Directors to achieve consistent branding for all events.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Recruiting Events Chair and Recruitment Support Chair. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years

TIME REQUIREMENT: 15-30 hours per month

HELPFUL SKILLS: Organized, communicates effectively, creative

Membership Retention Director:

The Membership Retention Director works to retain membership through events and communications.

MAJOR RESPONSIBILITIES:

- Ensures that members feel included, informed, and engaged through the Ambassador program, volunteer activities, events, communications and other touchpoints.
- Oversees Engagement Chair and Retention Support Chair:
 - Provides guidance to Engagement Chair for the Ambassador Committee.
 - Provides guidance to the Support Chair for coordination of volunteer opportunities and placement strategy of interested members.
 - Supports Membership team's presence (including membership table and initiatives) at all events.
- Reports membership analytics utilizing MemberLeap, including retention rates for different membership segments.

- Works closely with Membership Recruitment Director to coordinate membership event calendars and overall membership strategy.
- Coordinates with Communications Director and Systems Director on timeline and content for renewal membership e-blasts and mailings.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: Engagement Chair and Retention Support Chair. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years

TIME REQUIREMENT: 10-30 hours per month

HELPFUL SKILLS: Organized, communicates effectively, Excel and list management

Friends of Impact Director:

The Friends of Impact Director identifies, solicits and manages monetary and in-kind donations for the purpose of covering the organization's event expenses.

MAJOR RESPONSIBILITIES:

- Cultivates new and existing sponsors/donors by inviting and welcoming them to Impact100 events. Review event RSVP lists to confirm attending sponsors/donors. Work with Events to make sure sponsor/donor nametags are updated.
- Executes sponsorship agreements and coordinates with Treasury team to ensure donations have been received and tax substantiation letters have been sent through Membership platform.
- Acknowledges donations received with hand-written thank you notes after donations have been received. Send other notes, either hand-written or emailed, at other times throughout the year (membership numbers announcement, announcement of finalists, after the Annual Awards Celebration)
- Reviews and updates sponsorship levels, donor recognition, tax letters and sponsor correspondence.
- Coordinates with Systems Director to ensure our sponsors/donors are recognized appropriately on our website.
- Coordinates with Events & Communications for sponsor/donor recognition on invitations, signage, event presentations, social media and other areas as appropriate according to sponsorship agreement.
- Works closely with Board Directors and Leadership to generate leads and follows up on leads received.
- Attends and participates in monthly Board meetings and Impact100 events.

DIRECT REPORTS: None. Reports directly to the President. Member of Impact100 Board of Directors.

TERM: Two years

TIME REQUIREMENT: 3-5 hours per month

HELPFUL SKILLS: Sales or fundraising experience

Last Update: February, 2023