



Chair Job Descriptions

2023-2024 Year

Assistant Secretary:

Supports the Secretary, by updating the organizational chart, leadership contact list a meeting table tents. Monitors and responds to inquiries to our informational email address.

MAJOR RESPONSIBILITIES:

- Regularly monitors and responds to inquiries made to info@impact100mke.org.
- Updates organizational chart, leadership contact lists and meeting table tents.

REPORTS TO: Secretary

TERM: Two years

TIME REQUIREMENT: 2 hours per month

HELPFUL SKILLS: Organized, basic computer skills

Assistant Treasurer:

Responsible for overseeing cash receipts and supporting the Treasurer in the management and reporting of finances of Impact100 Greater Milwaukee.

MAJOR RESPONSIBILITIES:

- Updates banking signature cards and authorizations as necessary.
- Updates documentation on credit cards and PO Box keys.
- Coordinates P.O. Box team including collection and deposit process.
- Confirms member donations received reconcile to Membership totals.
- Monitors current year budget with Directors/Chairs.
- With Director input, develops Director budgets to assist Treasurer in preparation of annual budget.
- Confirms tax substantiation letters sent.

REPORTS TO: Treasurer

TERM: Two years

TIME REQUIREMENT: 10 hours per month

HELPFUL SKILLS: Accounting experience, proficient in Excel and QuickBooks

Controller:

Responsible for supporting the Treasury function in accounting for finances of Impact100 Greater Milwaukee.

MAJOR RESPONSIBILITIES:

- Enters all transactions in QuickBooks in a timely fashion.
 - Enters member donation deposits and prepares reports to reconcile to Membership records.
 - Assists with donor stock or in-kind gifts to ensure proper deposit and accounting treatment.
 - Prepares and/or records all payment transactions on a timely basis including event expenses, periodic grant payments, etc.
 - Enters journal entries as appropriate for monthly transactions or annual audit.
- Manages banking accounts balances, transferring funds as appropriate (credit card processing, money-market, checking and brokerage).
- Prepares monthly financial statements for review by the Treasurer.
- Ensures proper accounting controls over all transactions.
- Reconciles bank statements to book balances monthly.
- Verifies proper approval for all payment transactions.
- Assists Treasurer with annual reporting requirements.
 - Prepares schedules for annual audit.
 - Prepares schedules for preparation of IRS 990 filing.
 - Ensures annual audited statements and IRS 990 filing are available as required.

REPORTS TO: Treasurer

TERM: Two years

TIME REQUIREMENT: 5-10 hours per month

HELPFUL SKILLS: Accounting experience, proficient in Excel and QuickBooks

Grants Management Chair:

Serves as the primary contact related to reports and payments for the grant recipients during the term of the grant agreement.

MAJOR RESPONSIBILITIES:

- Manages fund distributions to grantees and coordinates fund distribution schedule with Treasurer.
- In accordance with the Grant Agreements, sets up interim and final reports in Grant Platform, with help from the Grant Platform Chair, and maintains payment-tracking schedule.
- As needed, reviews and updates interim and final report formats to ensure we are capturing appropriate content.
- Receives and evaluates interim and final reports and communicates information to President for her secondary approval. If approved, notifies Treasurer to disburse funds and updates Governance Director on action for updating entire Board. If not in compliance, also update Outreach Chair for her information.
- Informs Communications Director and Outreach Chair of newsworthy information extracted from Interim/Final Reports.

REPORTS TO: Governance Director.

TERM: Two Years

TIME REQUIREMENT: 2 hours per month

HELPFUL SKILLS: Familiarity with nonprofits, Impact100 grant review experience

Grant Development Chair:

Supports Grant Directors in grant related event logistics.

MAJOR RESPONSIBILITIES:

- Plans the logistics for Grant Training, Nonprofit Information Sessions and Finalist event.
- Provides event details and messaging to Communications so they can promote events.
- Oversees grant info/committee sign-up tables at appropriate events.
- Coordinates with Annual Awards Chair to coordinate non-profit finalists' info display area.
- Collaborates with Grant Chairs & Annual Awards Celebration Chair for finalist names, logos, and the two individuals from each finalist who will be using the two comp tickets. Assist with any other finalist seating needs.

REPORTS TO: Grant Directors

TERM: One Year

TIME REQUIREMENT: 0-10 hours per month

HELPFUL SKILLS: Event planning, project management, detail oriented

Financial Review Chair:

Oversees the Financial Review Committee in its assessment of the financial stability of the nonprofit applicants and their ability to implement proposed projects.

MAJOR RESPONSIBILITIES:

- Collaborates with Grant Directors to verify nonprofits that submit a Letter of Inquiry (LOI) meet initial eligibility criteria.
- Recruits a minimum of five members to serve on the Financial Review Committee and assigns them to a Grant Committee.
- Trains the Financial Review Committee members on evaluating applicant LOIs and full grant proposals.
- Attends Nonprofit Information and Grant Committee Training sessions and assists with presentations.
- Coordinates the 990 spread sheeting process completed by the Financial Review Committee for each full grant proposal.
- Oversees the financial work that the FRC liaisons provide to their assigned Grant Committees.
- Follows and updates the risk strategy system for evaluation of grant proposals. (See FRC Evaluation in Grant Platform)
- Collaborates with Governance Director to implement payment schedule for Grant and Merit Agreements.

REPORTS TO: Grant Directors

TERM: Two Years

TIME REQUIREMENT: 5-15 hours per month

HELPFUL SKILLS: General accounting/spreadsheet knowledge, previous Impact100 grant review experience

Grant Platform Chair:

Manages and maintains grant platform.

MAJOR RESPONSIBILITIES:

- Completes online grant platform training modules.
- Assists Grants Team in managing grant process.
- Prepares for and trains members and applicants in use of platform and troubleshoots any issues.
- Prepares and sends emails to applicants.
- Creates grant committee member accounts.
- With direction from Grant Directors, assigns committee members and applications to a Grant Committee.
- Assigns applications to committee members in each Grant Committee.
- Creates grant summary evaluation reports for Grant Committee Chairs.
- Compiles grant statistics.

- Keeps up to date on grant platform new releases.
- Ensures that all grant related files referred to in Impact100's Document Retention Policy are archived electronically.

REPORTS TO: Grant Directors

TERM: Two years

TIME REQUIREMENT: *First year, 20 hours training then 20-30 hours per month; higher in January*

HELPFUL SKILLS: Some technology/database background, willingness to learn, some experience with Excel, Word & PowerPoint, previous Impact100 grant review experience

Grant Chairs:

Ensures consistency, appropriate levels of transparency and fairness during the grant review process. There is a Chair for each focus area: Arts & Culture, Education, Environment & Revitalization, Family, and Health & Wellness.

MAJOR RESPONSIBILITIES:

- Follows the Grant Handbook to facilitate grant committee meetings and the grant review process.
- Attends grant trainings, committee's site visits and finalist event.
- Submits agenda/minutes and applicant status to Grant Directors.
- Creates a welcoming environment for all grant committee members and encourages participation.
- Together with Grant Directors, educates grant committee members on evaluating grant proposals.
- Assures that every grant proposal is evaluated fairly and objectively, and a finalist is selected by the required dates.
- Communicates with her grant committee members and with Grant Directors on all grant proposal review issues.
- Assists with the grant financial review as requested by the Financial Review Liaison.
- Provides Grant Directors with site visit schedules so they can attend.
- Reports any conflict of interest to the Grant Directors.

REPORTS TO: Grant Directors

TERM: One Year

TIME REQUIREMENT: January – June: 15-20 hours per month; July – December: minimal

HELPFUL SKILLS: Ability to objectively facilitate discussions, previous Impact100 grant review experience

Communications Chair:

Works closely with the Communications Directors to strategically develop and distribute engaging, compelling brand-aligned messaging to Impact100 members, prospects, nonprofits, sponsors and supporters.

MAJOR RESPONSIBILITIES:

- Helps to develop and manage the execution of a communication "master schedule" to assure all Impact100 messaging is delivered in a planned timeline that optimizes open rate, review and response, as appropriate
- Works closely with Communications and Systems Directors and interfaces with all Directors concerning their communications needs.
- Creates emails, invitations, newsletters, templates and forms in MemberLeap in a timely manner.
- Oversees committee members to coordinate copywriting, social media and graphic design to execute effective and timely communications.
- Coordinates internal coverage for Impact100 events so that photos and an event recap can be shared post event.

REPORTS TO: Communications Directors

TERM: One Year

TIME REQUIREMENT: 15-25 hours per month

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

External Communications Chair:

Works closely and coordinates with the Executive Board, Communications Directors, the Communications Chair to strategically develop and distribute compelling and engaging brand-aligned messaging to target audiences using effective channels.

MAJOR RESPONSIBILITIES:

- In coordination with the Executive Board and Communication Directors:
 - Contributes to/writes news releases, interview talking points and other messaging for:
 - Announcing of membership numbers/grant monies available.
 - Promoting the Annual Awards Celebration/grant finalists and announcing grant recipients
 - Promoting Nonprofit Information Session to the community.
 - Other announcements/events as needed.
 - Maintains a media contact list, serves as lead media contact, and invites media to Impact100 events as appropriate.
 - Oversees organization response to inquiries by media.
 - As needed, coordinates Impact100 advertising (print, radio, social).
- Raises our brand profile, creates widespread awareness and interest in Impact100, and increases knowledge of our unique and effective philanthropy and process.
- Engages potential supporters, nonprofits, prospects, community influencers with Impact100 and our events and activities.
- Serves as point person on media interaction that promotes and/or impacts the organization.
- Develops and manages the execution of a master schedule to deliver communication in a planned timeline that optimizes review and response. Obtains and/or creates appropriate content (copy/photos/videos/etc.).
- Reviews all content on website and social media.

REPORTS TO: Communications Directors

TERM: One Year

TIME REQUIREMENT: 5-10 hours per month

HELPFUL SKILLS: Experience with messaging and branding; knowledge of media relations and press releases or willingness to learn; impactful communication and writing skills – the ability to create messaging that resonates; ability to manage time, calendars and people effectively.

Programming Chair:

Develops and plans programs for Impact100 events, including Kick-Off, Helping Hands and Annual Awards Celebration. Ensures programs have a clear strategy to engage members and support the organization's mission.

MAJOR RESPONSIBILITIES:

- Works directly with Leadership and the Events Chair/Committee to determine type of programming that could have the greatest impact and outcomes.
- Establishes the focus and intended purpose/value of the annual events.
- Conducts a collaborative planning session with representatives from Events, Communications and Impact leadership.

- Establishes the program agenda, flow and timeline.
- Identifies and secures speakers and participants in the program.
- Serves as primary contact and manages all speaker communications.
- Communicates and collaborates with the speakers to refine their content in advance of the event.
- Works with Communications Committee regarding development and production of any videos or support material as a part of the program.
- If applicable, schedules and meets with AV Production Company for AV, sound, lighting, podium, microphone and room layout.
- Designs and fields a follow-up survey to attendees. Reports on survey findings and utilizes to refine program going forward.
- Sends thank you notes to speakers following the event.
- Works closely with the Event Chair of specific event regarding selection of venue, event logistics, event registration, nametags and other activities as necessary.
- Works closely with the Communications Chair & External Communications Chair to develop speaker talking points, messaging and marketing of the program, including timing and content of invitations, press releases, e-blasts and reminders, communication to attendees, links to educational materials, follow up surveys, recap of the event and posting of pertinent information on the Impact100 website.

REPORTS TO: Programming and Outreach Director

TERM: One Year

TIME REQUIREMENT: 5-15 hours per month

HELPFUL SKILLS: Messaging, content development

Outreach Chair:

Primary contact for all Grantees (Impact & Merit), after grant agreements are executed, for participation in Impact100 events.

MAJOR RESPONSIBILITIES:

- Invites Grantees to Impact100 Events and coordinates RSVP's and nametags with Events Chair.
- Coordinates with Programming and Outreach for Grantee speakers/participation at Impact100 events, including Nonprofit Information Sessions and recruiting events, and assists with attaining Grantees to participate for any applicable video production.
- Coordinates opportunities for a members-only volunteer/informational events with Grantees.
- Maintains a Grantee contact list.
- Attends finalists' luncheon.
- Coordinates Grantee Wish Lists for Helping Hands.
- Subscribes to Grantee e-newsletters and follows them on social media.
- Supports Communications team by obtaining pertinent information to be included in member communications, for social media and grantee events.
- Responsible for the promotion and/or coordination of appropriate Grantee events related to Impact100 funding.
- Is kept informed by the Grants Management Chair on Grantees Grant Agreement compliance and any newsworthy information obtained from Grantee interim reports.

REPORTS TO: Programming and Outreach Director

TERM: One Year

TIME REQUIREMENT: 5-20 hours per month

HELPFUL SKILLS: Personable, Basic Computer skills

Beyond the Headlines/Global Day Of Impact Program Chair:

Responsible for the ongoing educational program series *Beyond the Headlines/Global Day of Impact*.

MAJOR RESPONSIBILITIES:

- Along with the Programming Director and Executive Committee, selects topics/issues to focus on for the year.
- Evaluates the current BTH and GDI format and makes necessary improvements.
- Presents at least two (2) programs annually (tentatively scheduled in Fall and mid-Winter).
- Researches the topic and determines the specific focus & content for the program.
- Identifies and secures a moderator and speakers. Communicates and collaborates with the moderator/speakers in refining the content in advance of the event.
- Gathers valuable educational materials and information to be shared with attendees.
- Determines date, time and venue for the event in consultation with BTH/GDI Events Chair.
- Hosts the event program on day of the event.
- Designs and fields a follow-up survey to attendees. Reports on survey findings and utilize to refine program going forward.
- Sends thank you notes to moderator and speakers following the event.
- Works closely with BTH/GDI Events Chair regarding selection of venues, event logistics, registration, nametags and other activities as necessary.
- If applicable, schedules and meets with AV Production Company for AV, sound, lighting, podium, microphone, and room layout and any virtual or streaming needs.
- Works closely with Communications and External Communications Chairs to develop messaging and marketing of programs including content and timing of invitations, press releases, e-blasts and reminders and communications to attendees; links to educational materials, follow-up surveys, recaps of events and posting of pertinent information on the Impact100 website.
- Provides event statistics, writes final committee report and submits to Events Director.

REPORTS TO: Programming and Outreach Director

TERM: One Year

TIME REQUIREMENT: 5-20 hours per month

HELPFUL SKILLS: Ability to frame issues & component parts, ability to make community connections, ability to organize and communicate in a timely manner

Beyond the Headlines (BTH)/Global Day of Impact (GDI) Events Chair:

Works closely with the Beyond the Headlines/Global Day of Impact Program Chair to execute engaging, informative, well-organized events for current and prospective members and guests. Events may be in-person, virtual or a hybrid of the two.

MAJOR RESPONSIBILITIES:

- Coordinates and oversees Beyond the Headlines and Global Day of Impact events.
- Works closely with Beyond the Headlines Program/Global Day of Impact Program Chair on execution of proposed programming for the events.
- Recruits members to assist with planning and execution of BTH/GDI events in the following areas:
 - o Works with Event Director on keeping within event budget
 - o Along with BTH/GDI Program Chair, develops timeline of the event
- Serves as main contact for venue.
- Organizes food/beverage selections and event layout with venue.

- Coordinates invitation information and distribution with Systems Director and Communications Directors.
- Coordinates reservations, event day registration, volunteers, membership registration table and other tables as needed, decorations, photography, and signage.
- Works with Friends of Impact to understand sponsorship and in-kind donations. Confirms if there are any giveaways provided by sponsors, and coordinates logistics.
- Collaborates with Communication Director and Friends of Impact regarding new sponsor event signage.
- Writes/sends thank you to volunteers, vendors, venue contacts and others as appropriate.
- Gets feedback from volunteers and leadership after the event to review what went well and what could be improved upon for next year. Works with Communications to send out survey to members immediately after event.
- Provides event statistics, writes final committee report and submits to Events Director.

REPORTS TO: Events Director

TERM: One Year

TIME REQUIREMENT: Busiest in the 2 months prior to each event. Two-three events per year. August – December: 5-15 hours per month; January – July: 5-15 hours per month

HELPFUL SKILLS: Event Planning, volunteer management, budgeting

Annual Awards Event Chairs:

Works closely with Programming Chair to plan, coordinate and execute the Annual Awards Celebration and successfully deploy member volunteers.

MAJOR RESPONSIBILITIES:

- Works closely with Programming Chair on execution of proposed programming for the event.
- Works closely with Events Director on reservations, event table registration, volunteers, decorations, photography and coordination of signage.
- Plans and executes Annual Awards Celebration including:
 - Works with Event Director on keeping within event budget
 - Works with Programming Chair to develop timeline of the event.
 - Acts as main contact for venue. Secures venue and signed contract for following year's AAC. Confirms date with Event Director.
 - Organizes food/beverage selections and event layout with venue.
 - Creates and manages meaningful volunteer opportunities for interested members.
 - Coordinates invitation information and distribution with Systems Director and Communications Directors
 - Works with Friends of Impact to understand sponsorship and in-kind donations. Confirms if there are any giveaways provided by sponsors, and coordinates logistics.
 - Works with Friends of Impact Director to secure table reservations for Sponsors (comp and paid seats) and signage for the table, if applicable.
 - Collaborates with Grant Events Chair for finalist names, logos, and the two individuals from each finalist who will be using the two comp tickets. Assists with any other finalist seating needs.
 - Collaborates with Communication Director and Friends of Impact regarding new event signage, large step and repeat drape for photo ops and big checks for presentations.
 - Coordinates with Membership on space needed for Membership sign up and renewals. Works with Communications on executing any signage for this area.
 - Coordinates with the Grant Development Chair to coordinate non-profit finalists' info display area. Works with Communications on executing any signage for this area.
 - Works with Systems Director to feed and arrange separate room for tabulation team. With the Systems Director, determines time needed for tabulation and allows for this time in event timeline.

- Coordinates with Communications and Systems for delivery of materials to be put into folders for distribution at the event for members and guests. Organizes sub-committee to compile folders, usually 2-3 days prior to event.
- Writes/sends thank you notes to volunteers, vendors, venue contacts and others as appropriate
- Solicits feedback from volunteers and leadership after the event to review what went well and what could be improved upon for the next AAC. Works with Communications to send out survey to members immediately after event.
- Provides event statistics, writes final committee report and submits to Events Director.

REPORTS TO: Events Director

TERM: One Year

TIME REQUIREMENT: 5-30 hours per month; busiest April – June

HELPFUL SKILLS: Event planning, volunteer management, budgeting

Kick-Off and Helping Hands Events Chair:

Works closely with the Programming Chair to execute proposed programming for Kick-Off and Helping Hands events and other special events.

MAJOR RESPONSIBILITIES:

- Coordinates and oversees Kickoff, Helping Hands and other events as needed.
- Works closely with Programming Chair on execution of proposed programming for the event.
- Recruits members to assist with planning and execution of Kickoff, Helping Hands, and other special events in the following areas:
 - Works with Event Director on keeping within event budget and event details.
 - Along with Programming Chair, develops timeline of the event.
 - Serves as main contact for venue.
 - Organizes food/beverage selections and event layout with venue.
 - Coordinates invitation information and distribution with Event, Systems Director and Communications Directors .
 - Coordinates reservations, event day registration, volunteers, membership registration table and other tables as needed, decorations, photography and signage.
 - Works with Friends of Impact to confirm sponsorship and in-kind donations. Confirms if there are any giveaways provided by sponsors, and coordinate logistics.
 - Collaborates with Communication Director and Friends of Impact regarding new sponsor event signage.
 - Writes/sends thank you notes to volunteers, vendors, venue contacts and others as appropriate.
 - Solicits feedback from volunteers and leadership after the event to review what went well and what could be improved upon for next year. Works with Communications to send out survey to members immediately after event.
- Provides event statistics, writes final committee report and submits to Events Director.

REPORTS TO: Events Director

TERM: One Year

TIME REQUIREMENT: 5-20 hours per month, busiest in September - December

HELPFUL SKILLS: Event Planning, volunteer management, budgeting

Recruiting Events Chair:

Coordinates regional representatives and supports event timelines and calendar for membership recruiting events.

MAJOR RESPONSIBILITIES:

- Identifies members that would like to host or support recruiting events in their respective geographic regions.
- Coordinates with venues/hosts/presenters for event recruiting events.
- Along with Membership Recruitment Director, develops recruiting strategy.
- Works with Events Chair to secure nametags, signage and other event specific items for recruiting events.
- Collaborates with Events Director to offer recruiting event notifications (handouts/e-blasts) at all events.

REPORTS TO: Membership Recruitment Director

TERM: One Year

TIME REQUIREMENT: August – December: 10-20 hours per month; January – July: 5 hours per month

HELPFUL SKILLS: Event Planning, organized, personable

Retention Support Chair:

Coordinates the membership enrollment process for renewing and new members at all events. Coordinates the volunteer function to retain members and identify volunteers to fill needed positions.

MAJOR RESPONSIBILITIES:

- Coordinates membership table, appropriate volunteer staffing, and payment processing for renewing and joining members at events.
 - Troubleshoots any member payment account discrepancies with Treasurer and MemberLeap (ex: payment not made, payment for incorrect amount, account not set-up).
- Coordinates the volunteer function
 - Posts and updates new volunteer opportunities identified by Leadership on the Job Board.
 - Provides guidance to the One and Done Committee of volunteers.
 - Generates reports from MemberLeap to identify skills of members and match with volunteers needed (Job Board posts and other ongoing needs).
 - Coordinates with Engagement Chair and notifies Directors/Chairs of interested volunteers that match volunteer opportunities posted.
- Assists Director of Membership Retention with membership status and renewal process.

REPORTS TO: Membership Retention Director

TERM: One Year

TIME REQUIREMENT: 5-10 hours per month

HELPFUL SKILLS: Effective communication, persistence, organization, Excel, Google Sheets, list management

Engagement Chair:

Ensures that new and renewing members feel informed, engaged, invited and included, through the Ambassador program, events, communication, and other touchpoints.

MAJOR RESPONSIBILITIES:

- Provides guidance and oversight to the Ambassador Committee.
 - Updates Ambassador Handbook with current timeline, call script, materials, etc.

- Provides orientation to new Ambassadors at the beginning of the year and throughout the year as necessary.
- Manages Ambassador team lists throughout the year, with special attention to new members.
- Assigns a new member to an Ambassador and notifies the Ambassador of her new member so the Ambassador immediately provides a welcome and answers questions.
- Emails Ambassadors with guidance and information to be included in upcoming emails to their team members.
- Serves as a resource Coordinates the membership enrollment process for renewing and new members at all events.
- Generates reports from MemberLeap to analyze membership and Ambassador assignments.
- Assists Director of Member Retention with membership status and renewal process.
- Assists Director of Membership Recruitment with recruiting events in certain geographic areas.

REPORTS TO: Membership Retention Director

TERM: One Year

TIME REQUIREMENT: September – January: 10-25 hours per month; February – August: 5 - 10 hours per month

HELPFUL SKILLS: Volunteer management, effective communication, organization, Excel, list management

Recruitment Support Chair:

Works closely with the Recruitment Events Chair to support recruitment events.

MAJOR RESPONSIBILITIES:

- Manages prospective member list, invitation and attendee lists.
- Connects with affinity groups and regional events.
- Follows-up with thank you communication at all recruiting events.
- On behalf of Impact100, sends personal thank you notes to all new members.

REPORTS TO: Membership Retention Director

TERM: One Year

TIME REQUIREMENT: June – December: 10-20 hours per month; January – May: 5 -10 hours per month

HELPFUL SKILLS: Excel, list management, event planning

Last Update: February, 2023