



President Board Member Description

The President is responsible for overall leadership and business strategy to enhance the productivity, and success, of Metropolitan Senior Network as a personal and professional business development league. The following are the main responsibilities of the President of Metropolitan Senior Network:

- Acts as facilitator and speaker at presentation and board meetings. Represents MSN as lead speaker at public functions.
- Works with the MSN Board to develop goals and objectives to present for discussion to the Board in order to focus the boards' projects for the year.
- Keeps track of the MSN Monthly and Board meeting schedules and communicates the agenda for each meeting and the priorities at hand.
- Builds relationships throughout the metropolitan area to secure support from various professionals that can further MSN's goals and objectives.
- Oversees each board position in order to make sure all projects are on time and the workload is balanced for all board members.
- Works closely with the Communication Director on all collateral's (brochures, flyers, workshops etc.) that represent MSN.
- Strives to strengthen the infrastructure (legal documents submitted, computer software and databases secured, archives efficiently maintained) of the organization in order to keep MSN organized and efficient.
- Strives to keep all MSN activities in alignment with the mission statement and core values.
- Maintains and communicates with all inquires to MSN website via email.
- Advises board members as needed.

Any of the above responsibilities may be assigned to another board member as needed.



Vice President Board Member Description

The Vice President is responsible for assisting the President in overseeing the projects and activities of the Board. The Vice President also steps into the leadership role of MSN when the President is not able to be present. The following are the main responsibilities of the Vice President of Metropolitan Senior Network:

- To support and assist the President in all responsibilities and projects.
- To check in with the Board members to make sure they have a balanced workload and are able to complete their projects.
- To aid communication to all (and between all) board members.
- Create and maintain an accurate database of all MSN participant contact information, sponsorship status, as well as participation tracking. Coordinate with the communication Director to upload and export.
- To help coordinate with the President the date, time, and place of each presentation, board, or strategy meeting.
- To keep track of and enhance MSNs' fundraising for, and charitable giving to, the Senior population of the metropolitan area. i.e. workshops, Awards Breakfast with the Treasurer.
- To help recruit business professionals to support MSN.
- To act as "hostess" during monthly meetings - greeting and assisting other board members as needed during meetings.
- Responsible for oversight of all coordination of the December awards banquet. (i.e. trophies, flowers, gifts, menu selection, liaison with the MAC or selected facility)



Secretary

Board Member Description

The Secretary is responsible for the infrastructure of the organization and for all duties that require participation from all board members, documentation of events, meetings and activities, and accurate communication to all board members. This position is responsible for being the second person legally responsible for the organization. The following are the main responsibilities of the Secretary of Metropolitan Senior Network:

- Take the minutes at each working board meeting and distribute to all Board members within seven days.
- Assist at the registration table at the monthly meetings, workshops, and Awards Breakfast
- Help with all projects and meetings as needed.
- Assist Communication Director with various projects and mailings.
- Maintain records of MSN common forms and help update when needed.



Treasurer Board Member Description

The Treasurer is in charge of all bookkeeping and accounting for Metropolitan Senior Network. The following are the main responsibilities of the Treasurer of Metropolitan Senior Network.

- Keep accurate records of all financial transactions of the organization.
- Keep a current account of MSNs' monthly financial status (P & L) and be able to deliver this report at the monthly board meetings.
- Keep a current balanced checking account for Metropolitan Senior Network with signature cards with President.
- Write checks and pay bills and donations for MSN in a timely manner.
- Keep track of reimbursements and petty cash for the MSN board projects.
- Responsible for legal paperwork, taxes, etc. that are financial in nature.
- Assist at registration table at all MSN events/meeting by collecting payments and providing receipts when requested by participants.
- Keeps separate records for the following - Awards, workshops, media, monthly meetings, corporate and individual sponsors.
- Coordinate with Sponsorship Director to get updated sponsor list.
- Forwards any pertinent information to Secretary, Sponsorship, and Communication Directors
- Maintains and checks PO Box on a regular basis.
- The Treasurer may coordinate with an independent contractor for book keeping services, if approved by the MSN Board.



Program Director Board Member Description

The Program Director is responsible for locating and recruiting appropriate speakers and professionals for the monthly MSN presentation meetings. They are also responsible for securing the location of the meeting and the host for the meetings. The Program Director oversees the main responsibilities of the “Program Committee.” The following are the main responsibilities of the Program Director of Metropolitan Senior Network:

- Greet and Network with attendees at monthly meetings - opens dialogue to see satisfaction of speakers or collect ideas for upcoming speakers.
- Networks throughout the metropolitan area in order to seek out and secure speakers for presentations and workshops. Responsible for web research (*ie. google*) of speaker and/or checking references.
- Keep a database on all speakers and their topics, performance, and fees.
- Meets with potential speakers to learn about speaker’s topics, and explain MSN as an organization. Also discusses in detail the “non-advertising” of items during discussion.
- Updates the board at monthly meetings as to upcoming speakers, and maintains yearly calendar of upcoming speakers.
- Responsible for creating and distributing sponsor survey to MSN attendees at each monthly meeting and event. Responsible for tabulation of survey results and distribution to board members within 7 days.
- Coordinates the host for each meeting and helps to set up the food and beverage. Maintains host supply checklist for posting on website and gives to each host prior to meeting. Secures the meeting room for each month’s meeting and coordinates the set up of the room
- Informs the Communication Director of the speaker, topic, presentation description, and meeting location directions for the flyer in a proficient and timely manner. (*If possible 2 months prior to meeting date*)
- Puts together the appreciate gift for the speaker (*Thank You note & gift card or payment*) and brings it to the meeting.
- The program director will introduce the speaker at the monthly meeting.
- Assists the Vice President in planning, executing, and recruiting workshops and Awards Breakfast speakers.



Sponsorship Director

Board Member Description

The Sponsorship Director is responsible for recruiting new business sponsor, Corporate and Individual, for Metropolitan Senior Network. This person is also responsible for recruiting new people in the industry to attend the monthly meetings while encouraging those who already attend to stay with MSN. The following are the main responsibilities of the Sponsorship Director for Metropolitan Senior Network.

- **To recruit new corporate sponsors to support MSN each year.**
- Maintains record of all corporate sponsors (copies, checks, and paperwork). Forwards new corporate sponsors' information to Secretary, Treasurer and Communication Director
- Provides/maintains a list of corporate sponsors/individual sponsors and gives list to all board members at each board meeting.
- Keeps & maintains corporate MSN display board with logos and MSN signs. Displays board at each monthly meeting, workshop, awards breakfast and other events.
- Send email reminder to corporate sponsors/individual sponsors regarding upcoming due dates



Communications Director Board Member Description

The Communication Director is responsible for all printed and electronic communications to sponsors and attendees. Effort should be taken to ensure accuracy, professionalism and consistent brand identity. The Communications Committee Director is responsible for coordinating any Communication committee board members and volunteers to oversee the responsibilities of the "Communication Team." Maintains relationship with web professionals for MSN.

The following are the primary responsibilities of the Communication Director of Metropolitan Senior Network:

- Coordinate with the Secretary to maintain an accurate database for communication needs. Export and upload to Constant Contact monthly.
- Send monthly meeting reminders using Constant Contact e- marketing or similar program.
- WEBSITE: Maintain up to date website consisting of monthly meeting details, special events, updated sponsors and board member contact details, as well as updates to other web pages.
- LINKED-IN GROUP: Maintain updated info and reply to requests on linked in group account.
- NEWSLETTERS: Ensure consistent format, layout and design of MSN monthly newsletters to ensure accuracy, consistency in regard to MSN brand. Newsletters should consist of: all current board members contact and position, corporate sponsor logos, marketing related article, and member profiles when applicable.
- MONTHLY FLYERS: Coordinate content with Program Director to gather speaker, topic, location and sponsor details to communicate monthly meeting information in a professional manner and consistent with the MSN brand.
- MARKETING COLLATERALS: Coordinate format and design of all marketing materials and forms to be professional and consistent with the MSN brand.
- REPORTING: Report to MSN board on increase and decrease in: contacts linked-in group activity, and website changes.
- MAILINGS: Coordinate with the Graphic Designer to ensure timely mailing of printed materials while attentive to budget constraints, and ensure all materials or professional and consistent with the MSN brand.
- SURVEY: Create surveys to assess how MSN is doing with our Presentations and workshops and to secure feedback for the Board on the participants' views of the organization as a whole. Prepare electronic Ballot for Annual Awards Breakfast.



Member at Large

Board Member Description

The Member at Large is responsible for supporting the individual committees of Metropolitan Senior Network. The main responsibilities of the Member at Large are as follows:

- Each Member at Large is responsible to serve on at least one committee (Sponsorship, Programs, Community Service or Communications)
- The member at Large is responsible for supporting the daily tasks associate with their primary committee designation.
- All General responsibilities apply.



General Responsibility of all Board Members

Board Member Description

- Attend 75% of monthly MSN meetings.
- Attend 75% of monthly working Board meetings.
- To analyze the market and assure that MSN is on target for meeting the needs of the professionals we serve while staying in alignment with the mission and core values. Specifically addressing the competition MSN faces from other associations with a non-hostile approach and creating an action plan when attendance drops.
- Assist with greeting members at monthly meetings
- Attend annual strategic planning meeting.
- Participate in at least one special project (work shop, awards breakfast, community services projects, etc.) committee.
- Attend to all of the specific responsibilities of your Board position.
- Greet and welcome attendees at each meeting, workshop, Awards Breakfast, etc
- Works with Communication Director to create surveys to assess how MSN is doing with our presentations and workshops and to secure feedback for the Board on the participants' views of the organization as a whole.
- Recruit new individual and corporate sponsors by talking about and promoting MSN to professionals within the senior services field.
- Recruit professionals in the metropolitan area to attend the monthly presentation meetings, workshops and Awards Breakfast.
- Assist with the set up or clean up of monthly meetings and special events.
- See Policy and Procedures regarding the following: requires clean Criminal Record, currently active or involved within the senior industry, fulfill obligations as assigned.