



Position: VMCI President – Executive Committee Member, Board Member, Ex-officio members of all committees except the Nominating Committee

Term of Office: One year; July - June

Description: The duty of the president is to provide overall leadership and focus to VMCI in support of its mission, vision and purpose.

Qualifications:

- Ability to lead in the development and implementation of a strategic vision and/or objectives for term of office
- Ability to communicate effectively and accurately, both orally and in writing
- Ability to make decisions, work cooperatively with other officers and members, build consensus, move VMCI forward and perform as an ambassador promoting VMCI to outside organizations

Duties:

- Preside over the Executive Committee meetings that consist of the President, President-Elect/ Nominating Chair, Secretary and Treasurer. The Executive Committee is the general managing body of VMCI and shall be responsible for making decisions and performing duties specified by the by-laws
- Preside over the Board meetings which consists of the Executive Committee and the Chairpersons of standing and Ad-hoc Committees. The Board shall have responsibility for recommending policies consistent with these by-laws to the general membership and/or committees
- Assist the members of the Executive Board in the performance of their assigned duties
- Work with Board members to create a monthly agenda for Board meetings
- Work closely with the President-Elect to insure a smooth transition of leadership
- Call special meetings when necessary
- Appoint all Committee Chairpersons (subject to the Board approval)
- Serve as an Ex-officio member of all committees except Nominating Committee
- Assist the members of the Committee Chairs and members in the performance of their assigned duties
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



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Position: President-Elect – Executive Committee Member, Board Member, Nominations Chair

Term of Office: One year as President-Elect, July – June, to be followed by one year as President

Description: The duty of the President-Elect is to assist the President with the overall leadership and focus of VMCI in support of its Mission, Vision and Purpose and serve in the committee roles as indicated.

Qualifications:

- Ability to help provide leadership in the development and implementation of a strategic vision and/or objectives for term of office
- Ability to communicate effectively and accurately, both orally and in writing
- Ability to make decisions, work cooperatively with other officers and members, build consensus, move VMCI forward and perform as an ambassador promoting VMCI to outside organizations

Duties:

- In the case that the President position becomes vacant, act as President for the remainder of the term
- Attends the Executive Committee and monthly Board meetings
- In the absence of the President, presides over the Executive Committee meetings and/or the Board meetings
- Attends monthly general membership meetings as available
- Work closely with the President to learn the duties and responsibilities to ensure a smooth transition of leadership.
- Serves as Nominations Committee Chair
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



Position: VMCI Secretary – Executive Committee Member, Board Member

Term of Office: Yearly appointment by the Board President

Description: The Secretary compiles and maintains a record of all meeting minutes for all VMCI Board and Executive Committee meetings.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Detail oriented person able to record minutes
- Great organizational skills
- Basic computer skills

Duties:

- As a member of the Board attends the Executive Committee and monthly Board meetings and keeps minutes of the meetings to provide to Executive Committee and Board members
- Attends monthly general membership meetings as available
- The Secretary records meeting minutes of VMCI Board and Executive Committee, noting those present, meeting time, reports from each position and old and new business. Minutes are typed up and posted to Google Docs and sent to all VMCI Board members
- Review the VMCI Gmail account at least weekly and forward pertinent emails to board members/committee members or respond to emails
- Keep copies of current VMCI by-laws; VMCI incorporation papers, meeting minutes, and certificates of attendance
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



Position: VMCI Treasurer – Executive Committee Member, Board Member

Term of Office: Yearly appointment by the Board President

Description: The Treasurer is to be responsible for all funds, financial records and accounts.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Competent in working with funds and financial records
- Trustworthy and honest in regard to financial management of VMCI assets

Duties:

- As a member of the Board attends monthly VMCI Board meetings
- Attends monthly general membership meetings as available
- Organizes all of VMCI's financial matters, contracts, checks, notes, receipts deposit slips and other financial obligations as approved by the Executive Committee and/or the Board.
- Supervise the collecting, receiving, depositing and investing of funds and as well as the reimbursement of authorized expenditures and anything else included in monitoring the checking account
- Prepare and present a monthly financial report for Executive Committee and Board meetings
- Prepare and present an Annual Financial Report for the Annual Meeting.
- Arrange for an annual financial review of VMCI's financial records to be completed by a committee consisting of at least three VMCI Board members that are non-check signers.
- Responsible for obtaining and maintaining the VMCI PO Box and mail
- Works closely with Membership Chair to ensure membership dues are recorded in financials and to assist in monitoring the PO Box for membership dues
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



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Position: Nominations Committee Chair - Executive Committee Member, Board Member

Term of Office: Yearly Appointment by the Board President

Description: The Nominating Committee Chair secures and presents a slate of eligible candidates for executive positions to be voted on by the membership for the upcoming year.

Qualifications:

- Knowledge of VMCI's mission, vision and values and membership
- Ability to consider potential candidates to VMCI Executive Committee including their strengths, their leadership style, their ability to work cooperatively and be a team player.

Duties:

- As a member of the Board attends monthly VMCI Board meetings
- Attends monthly general membership meetings as available
- The Nominations Committee is made up of the Executive Committee (excluding the Board President) and is responsible for considering recommendations from the membership and selection of nominees for all elected offices of VMCI.
- Prepares a slate of candidates as prescribed in the by-laws for annual elections to be presented to the president no later than March 1st.
- Prepares bios for the candidates that will be voted on for the membership.
- Presents the slate either verbally or in writing to the membership by the Nominating Chairperson no later than March 31st at which time nominees for the office shall be accepted "from the floor" in writing or verbally to the Nominating Chair.
- Nominations from the floor must be presented to the Nominating Chair by April 30th.
- Conduct the election at the May meeting. Officers shall be voted in by a two-thirds (2/3) vote of the membership present at a meeting and/or voting by proxy.
- Assist in recruitment of new members to the organization



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Position: VMCI Membership Chair – Board Member

Term of Office: Yearly appointment by the Board President

Description: The Membership Chair works with the Board and membership to recruit new members to the organization and keep VMCI membership information current including membership forms, email and contact lists.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Able to work with excel spreadsheets

Duties:

- As a member of the Board attends monthly VMCI Board meetings
- Attends monthly general membership meetings as available
- Prepare and present a membership report for Board meetings
- Update membership forms yearly and distribute to members
- Recruit new members to VMCI
- Send out membership renewal information
- Make sure recruitment information is up to date on website
- Send out confirmation/thank you letters to new and returning members

Include:

Update meeting information
Communication Plan

- Keep membership and email list up to date
- Works closely with Marketing Chair to ensure current membership information is listed on the website and new members promoted through social media
- Works closely with Treasurer to ensure membership dues are recorded in financials
- Keeps track of sign-in sheets from general membership meetings to follow up with guests and new members
- Be the keeper of the 2nd key to the PO Box and work with Treasurer on who will check it for membership dues.
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



Position: VMCI Marketing & Communications Chair - Board Member

Term of Office: Yearly appointment by the President

Description: The Marketing & Communications Chair promotes VMCI activities with current information on the website and social media platforms. The Marketing & Communications Chair works with the Marketing & Communications Committee, the Board and all other committees to develop marketing strategies and materials and coordinates all communication needs.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Knowledgeable about Facebook, Twitter, blogs, and current web-site platform
- Knowledgeable about events happening around volunteer management
- Willingness to work with the Board and other committee chairs to promote and communicate VMCI messaging
- Ability to communicate with and direct other Marketing Committee members

Duties:

- As a member of the Board attends monthly VMCI Board meetings to report on all marketing and communication related activities. Coordinates marketing committee meetings as needed
- Attends monthly general membership meetings as available
- Oversees and directs sub-committees involved with:
 - Website
 - Eventbrite, Survey Monkey
 - Social Media
 - Member communications
 - New member recruitment
 - Merchandising
- Creates other marketing materials as needed
- Submits an annual budget to the Board related to marketing and communication needs
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



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Position: Member of the VMCI Marketing & Communication Committee

Term of Office: Yearly appointment by the President and/or Marketing Chair

Description: A Marketing & Communication Committee Member works with the Marketing Chair and other committee members to promote VMCI activities with current information. They are responsible for developing and sending communications to general membership and/or for purposes of new member recruitment. The Marketing & Communication Committee Chair submits an annual budget related to marketing and communication needs.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Knowledgeable about Facebook, Twitter, blogs, and websites
- Willingness to work with the Board and membership to promote and communicate VMCI messaging

Duties:

- Attends committee meetings and/or Board meetings as directed by Marketing Chair
- Attends monthly general membership meetings as available
- Submits an annual budget to the Board related to marketing and communication needs
- Members are aligned with one or more sub-committees:
 - Website maintenance, Eventbrite, Survey Monkey: Keeps the website current and engaging. Sets up communication methods for use by Member Communications Committee
 - Member Communications: Creates mail chimp emails for all general membership communications (meetings, events, surveys, etc.). Works collaboratively with the Membership Chair to send out to the most updated member list
 - Social Media: Uses methods to engage and inform current members as well as to recruit new members
 - Member Recruitment: creates tools to promote VMCI, reviews opportunities for VMCI to be engaged and share information
 - Merchandising: develops swag as appropriate
- Blog: develops or identifies volunteer to blog general membership meetings or opportunities in volunteer engagement
- Assist in recruitment of new members to the organization



Position: VMCI Program Committee Co-Chair – Board Members

Term of Office: Yearly appointment by the Board President

Description: The Program Committee Chairs work with the Programming Committees and the Board to identify and schedule program topics of interest and speakers for monthly programs, the conference and special programming. Program Committee Chairs work together to submit an annual budget related to programming needs.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Interest in furthering VMCI mission and program offerings to membership
- Knowledge of past programs presented at VMCI meetings
- Ability to communicate with and direct other Program Committee members.

Duties:

- As members of the Board attends monthly VMCI Board meetings to report on all program related activities. Coordinates program committee meetings as needed.
- Attends monthly general membership meetings as available
- Each Co-chair oversees and directs one of these sub-committees:
 - General Membership Meetings
 - Conference
- Each Chair works with their sub-committee to help secure anything needed in regard to speakers including facilities procurement, food preparations and follow-up thank you acknowledgments
- Co-Chairs work together to submit an annual budget to the Board related to program needs
- Facilitate/host roundtable discussions as part of Board responsibilities
- Assist in recruitment of new members to the organization



Position: Member of the VMCI Program Committee

Term of Office: Yearly Appointment by the Board President and/or Program Chair.

Description: A Program Committee Member is involved with one or more program sub-committees to develop the general member meetings and conference.

Qualifications:

- Knowledge of VMCI's mission, vision and values
- Interest in furthering VMCI mission and program offerings to membership

Duties:

- Attends committee meetings and/or Board meetings as directed by Program Chair.
- Has a willingness to brainstorm and work with the Board and members to develop programming under the direction of the Program Chair
- Attends monthly general membership meetings as available
- Assist in recruitment of new members to the organization
- Members are aligned with one or more sub-committees:
 - General Member Meetings: Identifies program topics, speakers and locations. Facilitates or identifies a facilitator for general meetings. Facilitating may involve greeting speakers, welcoming attendees, introducing topics and promoting VMCI information, securing equipment and support materials. Programming is to be developed by June for the upcoming fiscal year. Works with Program Committee Chair to develop an annual budget.
 - Conference Development: Identifies the date, format, content, speakers, location, refreshments, support materials and staff for the conference. The conference is developed by December for a March conference date. Works with Program Committee Chair to develop annual budget.