

NWIR

National Women in Roofing
Chair Job Description

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization
3. Is a partner with the National board of Directors in achieving the organization's mission
4. Provides leadership to the Board of Directors and who sets policy
5. Chairs meetings of the Board and regular monthly/bi-monthly meetings
6. Encourages Board's role in strategic planning
7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Serves *ex officio* as a member of committees and attends their meetings when invited
9. Discusses issues confronting the organization with the National Board of Directors
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
11. Reviews with the National Board of Directors any issues of concern to the Board
12. Monitors financial planning and financial reports
13. Plays a leading role in fundraising activities for the council
14. Formally evaluates the performance of the council and informally evaluates the effectiveness of the Board members
15. Evaluates annually the performance of the organization in achieving its mission
16. Performs other responsibilities assigned by the Board

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National Women in Roofing
Vice Chair Job Description

1. Is a member of the Board
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Reports to the Board's Chair
4. Works closely with the Chair and other staff
5. Participates closely with the Chair to develop and implement officer transition plans
6. Performs other responsibilities as assigned by the Board

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National Women in Roofing
Community Chair Job Description

1. Is a member of the Board
2. Builds and sustains valuable connections between our local chapter and local business, other creative organizations, potential sponsors, student groups, and educators
3. Works to advance the chapter's visibility and to raise awareness of the roofing industry in the business world
4. Works closely with the Treasurer and manages fundraising and sponsorship sources
5. Responsible for identifying, contacting, and soliciting potential cash and in-kind donors for Council events and programs
6. Reports to the full Board on committee's decisions/recommendations
7. Takes photos during events and submits to National
8. Write a recap of all meetings and events to submit to National
9. Updating the Council page and the calendar on the National Website

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National Women in Roofing
Secretary Job Description

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Manages documentation from member meetings
5. Writes recap of all meetings and sends to Community Chair
5. Ensures minutes are distributed to members shortly after each meeting
6. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

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National Women in Roofing
Treasurer Job Description

1. Is a member of the Board
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the board for members' approval
5. Ensures development and board review of financial policies and procedures
6. Works closely with the Executive Director in regards to reimbursements



National Women in Roofing

Membership Chair Job Description

1. Is a member of the Board
2. Works to recruit new members, maintain current members, and organize all membership data through the membership database
3. Is the direct point of contact for all members, serving to answer questions, make connections and encourage involvement
4. Helps coordinate specific events, such as regular meetings
5. Takes part in the monthly council conference call with national and reports of what has happened/coming up within the chapter



National Women in Roofing

General Board Member Job Description

1. Regularly attends board meetings and important related meetings
2. Makes serious commitment to participate actively in committee work
3. Helps develop and review the goals, strategies, and action plans that define how and what the association must accomplish in order to achieve its vision
4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
5. Establish committees, task forces, and working groups as necessary, to guide and assist the association in implementing its mission
6. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
7. Gets to know other committee members and builds a collegial working relationship that contributes to consensus
8. Is an active participant in the committee's annual evaluation and planning efforts
9. Participates in fund raising for the council