

## BNG Board: Roles and Responsibilities:

### PRESIDENT:

- Provide overall direction to BNG and Board
- Conduct bi-weekly general meetings
- Chair Board meeting after every 5<sup>th</sup> regular meeting
- Recognize and welcome new members and guests at meetings
- Contact guests after each meeting to thank for attendance and solicit membership
- In conjunction with Treasurer, develop and monitor budget for the year
- Inform prospective members of their acceptance or denial of membership
- Inform membership of members who have left the group
- Conduct annual election/business meeting in November
- Organize BNG Christmas dinner

### VICE-PRESIDENT:

- Assume President's duties when President is absent
- Encourage, track & report on the Value Creation Program
- Contact members in default of attendance rules to rectify
- Plan and conduct the Summer BBQ in July (with the Membership team)
- Prepare to assume President's duties the following year
- Hold Mentorship Meetings throughout the year, as necessary

### TREASURER:

- In conjunction with President, develop and monitor budget for the year
- Maintain and reconcile BNG Bank account
- Prepare cheques for accounts payable when due
- Prepare and submit BNG annual financial statements to the Board
- Prepare and deliver yearly membership due invoices
- Collect member dues and other funds due to BNG
- Follow-up directly with any members in default of financial obligations
- Prepare/present financial status reports at the Board meetings
- Conduct 50/50 draw at all regular meetings

### SECRETARY:

- Take Minutes and maintain a record book of all Board meetings
- Maintain an up-to-date Membership Directory
- Prepare/maintain new member packages
- Prepare new member name tags
- Notify Treasurer of bi-weekly attendance of members (for the tracking of the breakfast costs to The Water St Cooker)
- Regularly report to Board on status of members' attendance

#### MEMBERSHIP MAINTENANCE:

- Act as the initial contact point for all new member applications
- Recommend new members to Board for circulation and approval

#### SCHEDULE MANAGER:

- Schedule and maintain Speaker/Greeter schedule for the bi-weekly meetings
- Ensure Greeter sets out/picks up membership badges, Value Creation pads and table cards
- Maintain the membership board
- Communicate to the Speakers/Greeters that they are scheduled for the next meeting

#### MEMBERSHIP WEBSITE:

- Maintain and enhance BNG website as a key sales tool
- Assist other Board members, as needed, with updating the BNG website with their up to date information
- Ensure the most recent Speaker/Greeter Schedule is updated on the website

#### GUEST SPEAKER CO-ORDINATOR:

- Recruit and schedule 3 - 4 outside guest speakers per year
- Ensure that members are aware of upcoming guest speakers
- Ensure that Guest Speaker information is accurately reflected on the BNG website

#### PAST PRESIDENT:

- Advisory to the Board
- Will take on the Mentorship Meetings starting in 2018 to introduce new members to the group, and explain the expectations as a member of the BNG