

PRESIDENT:

- Provide overall direction to BNG and Board
- Conduct bi-weekly general meetings
- Schedule and Chair six Board meetings annually to be held after membership meeting
- Recognize and welcome new members and guests at meetings
- In conjunction with Treasurer, develop and monitor budget for the year
- Inform membership of members who have left the group
- Conduct annual election/business meeting in November
- Organize BNG Christmas dinner
- Liaise with meeting location
- Conduct 50/50 and presentation draws at all regular meetings
- Is signing authority for the group

VICE-PRESIDENT (membership maintenance):

- Assume President's duties when President is absent
- Encourage, track & report on the Value Creation Program
- Follow up with any members in default of attendance/financial obligation with rules to rectify
- Plan and conduct the Summer BBQ in July (with the Membership team)
- Prepare to assume President's duties the following year
- On-Board all new members
- Hold Mentorship Meetings throughout the year, as necessary
- Recruit and schedule 2-3 outside guest speakers/year based on membership numbers, communicate speaker information to the group, communicate updates to Membership Website
- Update membership directory and communicate with Membership Website
- Is signing authority for the group

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
- Inform President and Vice President of any members in default of financial obligations
- Prepare/present financial status reports at the Board meetings

SECRETARY:

- Take Minutes and maintain a record book of all Board meetings
- Prepare/maintain new member packages
- Prepare new member name tags
- Maintain an accurate record of attendance (members, guests and substitutes)
- Notify Treasurer of attendance at the end of each quarter (for payment to meeting location)
- Regularly report to Board on status of members' attendance

NEW MEMBERSHIP:

- Interview all applicants and explain the Burlington Network Group's operation *President shall perform this duty should the applicant be the recommendation of Membership Maintenance
- Work with President to interview applicants when there are multiple applicants for one category
- Contact guests after each meeting to thank for attendance and solicit membership
- Recommend new members to the Board for approval
- Inform prospective members of their acceptance or denial of membership

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 business card board
- Communicate reminders to the Speakers/Greeters that they are scheduled for the next meeting
- Communicate schedule and changes to Membership Website

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 in a timely fashion
- Ensure the most recent Speaker/Greeter Schedule is updated on the website

SOCIAL MEDIA MANAGEMENT:

- Primary admin on our BNG Facebook Page and any other social media platform the Board determines to utilize (LinkedIn, Instagram)
- Create a post 2-4 times each month, outlining our membership or guest speakers
- Encourage and remind members to both share BNG posts and create content that can be share on BNG sites

PAST PRESIDENT:

- Advisory to the Board