

MD-DHCC Board of Directors – Positions and Responsibilities – We want you to be a part of it!



Phyllis

Chairman/ Chair Woman

Responsible for all aspects of the board. Team builder and Top Cheer Leader:

- Works with board to set meeting schedule. Develops agenda with input.
- Spends hours mentoring, coaching, comforting and assisting Chair-elect to learn to be an effective chair.
- Organizes in-person & conference calls for all board meetings.
- Leads by inclusion at all Executive Board and other meetings.
- Responsible for finding speakers for Spring meeting (chair elect year) and Fall meeting (chair year). Provides assistance to chair-elect with Spring meeting (chair year). Oversees getting sponsors and donations.
- Assists nominating committee in finding candidates.
- Works with board to update bylaws and implement changes.

Chair-elect

Responsible for learning to be Chair. Top Cheer Leader (in training) and Ideas Woman/ Ideas Man

- Is mentored, comforted & coached by current Chair.
- Under the direction of the chair – will assume any and all assigned duties.
- Attends FNCE to identify speakers to invite to MD.
- Responsible for finding speakers for Spring workshop (chair elect year) and Fall workshop (chair year).
- Works with board to find vendors, sponsors, door prizes, and donations for meetings.
- Assists nominating committee in finding candidates.



Joyce Geer



Anita Gathogo

Treasurer

Responsible for all financial management of the group. Must be very strong-willed, able to say “no” (we can’t afford it) and be a team player.

- Keeps ledger with all records.
- Collects checks or online attendance fees for networking session and all workshops.
- Deposits all fees into MD DHCC bank account.
- Has books audited once a year.
- IS responsible to make sure the Board remains within its budget.
- Pays all bills that are **properly** submitted.
- Works with Exec Board to develop yearly budget.
- Requires a sense of humor.



Our Executive Board of Directors –

Attend board meetings in person or by conference call

Nominating Chair

Responsible as Leader of the Nominating Committee. Must be able to reach out to members in all parts of the state.

- Organizes nominating committee to find the persons willing to serve on MD DHCC Board.
- Advertises the responsibilities and the **many, many benefits** of being a MD DHCC board member.
- Working with committee identifies persons who would be willing and able to serve on the MD DHCC board.
- Takes nominee suggestions from other board members.
- Seeks AND/ MD DHCC members to run for office via phone, email, letter and/or **bull horn**.
- Finds multiple candidates to run for each open position.



Cheryl, Nominating Chair



Marcy Etherson

Secretary

Responsible for all correspondence for the group. Must either have nice handwriting or a computer that generates nicely typed letters.

- Takes notes (in person or by phone) for all board meetings. Sends minutes to board members prior to the next board meeting.
- Sends out cards for occasions – funerals, a few marriages or planned baby arrivals.
- Writes thank you notes for speakers for our workshops and networking session that includes honorarium. (**Very popular**)
- Assists nominating committee in finding candidates.
- Maintains member database.

Tech Master

Responsible for implementation of any new (sometimes crazy) online technology ideas from chair or chair elect.

- Crucial appointed position that allows MD DHCC to **use new technology without upsetting the treasurer with unplanned, outrageous expenses**.
- Implemented online (Eventbrite) payment system for workshops and networking session.
- Enhanced online payment system to allow vendors to pay fee by credit card.
- Implemented new online voting program to allow members to vote online& save postage/time.



Stacy Kim, Our Tech Master



**More of the MD DHCC Executive (committee) team -
It will be even stronger when you join us by running for office**