

2015-2016 RPCV/W Board of Directors Position Descriptions

The RPCV/W Board of Directors are annually elected by the RPCV/W membership to serve one-year terms. All positions are unpaid. Board Members are required to attend monthly Board meetings and are expected to be present at most RPCV/W events.

Traditionally, the Board has two strategic planning retreats throughout the year. Please keep in mind that these are only general descriptions and that RPCV/W encourages Board Members to be bold and innovative in pursuing the goals associated with their responsibilities.

President

- Responsible for scheduling and conducting monthly Board meetings.
- Plans Peace Corps Town Hall, Board Appreciation Dinner, Board Info Session
- Speaks at Town Hall, Wreath Laying, Holiday Party, Summer BBQ and other events
- Maintains relationships and proposes collaborations between RPCV/W, Peace Corps and NPCA
- Ensures other Board members are carrying out their responsibilities
- Requires public speaking, event planning, networking, drafting statements, and consensus building behind the scenes. You need to be a leader.

Vice President

- Responsible for scheduling, planning and conducting Board retreats.
- Point of contact for Partnership for Peace program
- Upholds group bylaws and maintains the integrity of the organization.
- Presides in absence of the President
- Works with President and Treasurer to ensure taxes and paperwork are filed
- Requires flexibility, event planning, networking, attention to best practices, legal research, and leading training sessions. You need to be an enforcer.

Treasurer

- Drafts and enforces yearly budget
- Reports on finances at every Board meeting
- Ensures that bills are paid and taxes filed
- Advises on all financial matters
- Responsible for cash box at “pay at the door” events

- Requires strong financial literacy, database management, rule enforcement, budgeting experience, tax filing and bill paying. You need to be the voice of reason.

Secretary

- Editor-in-Chief of the weekly newsletter
- Takes minutes at Board meetings and keeps organizational records
- Curates RPCV/W archives using Dropbox
- Ensures other Board members document their activities over the year and compiles them into an annual report
- Works with the Historian to scan hard copies and archive them
- Requires extensive proofreading, copywriting, records management using Dropbox, newsletter management using Mailchimp, and some website/database management. You need to be the eyes and ears of our members.

Outreach Director

- Approves and greets new members
- Brings sign-up sheets to events and enters new names into newsletter and/or website
- Ensures RPCV/W Members receive all benefits of membership. Voices member concerns at Board meetings and ensures that grievances are addressed
- Works closely with Social, Professional Development and Community Service directors to plan events geared towards different types of members
- Requires event planning, networking, customer service and sensitivity to the interests of varying demographics. Also requires web/database management and drafting mass emails. You need to speak for our members.

Development Director

- Plans Silent Auction at the annual Holiday Party to benefit Partner in Peace
- Supplements RPCV/W income through various channels, including sales of International Calendars or T-shirts
- Point of contact for \$100 Friends of RPCV/W and other sponsors
- Negotiates sponsorship agreements
- Requires networking, web/database management, customer service, copywriting, advertising and the ability to recognize opportunities. You need look to the future.

Professional Development Director

- Plans Career Panel and Networking events bringing together professionals and job seekers

- Encourages hiring managers to come to us first when filling RPCV-friendly jobs
- Meets with job-seekers, reviews resumes and connects mentors to mentees
- Manages LinkedIn Group and shares jobs via social media and the weekly newsletter
- Requires extensive networking, meeting with job-seekers, collecting job openings, website and social media management, and a magnanimous personality. It's not enough to just dispense advice, you need to make sure connections are made and proactively grow RPCV/W's address book.

Special Events Director

- Leads and manages Holiday Party planning team
- Plans JFK Wreath Laying Ceremony and Summer BBQ
- Assumes lead role when RPCV/W is invited to participate in large, ceremonial events
- Requires high-pressure event planning for large groups, rate negotiation, budgeting, advertising, logistical coordination, and the ability to put a team together and delegate responsibilities. You will be on point during our craziest and therefore best moments.

Community Service Director

- Plans and carries out monthly community service projects and posts pictures on our Facebook page
- Point of contact for local organizations in need of volunteer assistance
- Maintains relationships with socially-minded organizations
- Promotes partner organizations using our newsletter and social media
- Requires networking, empathy, event planning, public speaking and some website/database management. You need to be the heart of RPCV/W.

Social Director

- Plans fun, recreational events and cultivates healthy mingling
- Negotiates group rates and promotions
- Takes photos and contributes content to social media
- Acts as ambassador to medically-evacuated RPCVs in Washington
- Requires creative event planning, website/database management, social media advertising, networking and a cheerful presence. You need to be everyone's favorite emcee

Public Relations Director

- Operates the website, social media accounts, and other online services

- Troubleshoots technical issues and helps members get the most out of our database
- Responds to press and general inquiries and speaks for the organization
- Promotes RPCV networks in DC and abroad
- Requires extensive writing, graphic design, social media outreach, and website/web-service administration. You need to keep members informed and the public aware

Mentoring Director

- Helps interested members find mentors whose experiences compliment their interests
- Directs Mentoring Committee in recruiting and instructing mentors
- Organizes events to train mentors, make matches and expand the program
- Will play a major role in refining the existing matching process
- Requires entrepreneurial leadership abilities. You will need to take charge of a new program, cultivate a group of supporters, and figure out ways to divide up the work of matchmaking.

Historian

- Interviews members
- Writes the history of RPCV/W
- Scans pictures and interesting documents
- Conducts history panels and events
- Acts as point of contact with American University Peace Corps Archive
- Requires networking, attention to detail, extensive research, conducting recorded interviews, preserving information and public writing. You need to be our chief storyteller.

How to Run

To get on the ballot, email president@rpcvw.org by Monday, June 15. Indicate the position you are interested in and provide a brief bio of yourself describing your Peace Corps service, what you do in DC, and what you wish to pursue as a leader of RPCV/W.

Online voting will be held for one week before the BBQ. Members who wish to withhold their votes may do so and vote at the BBQ. The votes are tallied at the event and announced to the group.

Only active, dues-paid members are eligible to participate.