

2016-2017 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.