

## Job Descriptions for Chicagoland Chapter of the Hutchinson Bell

Board of Directors – serve as the governing board for the chapter; represent the general membership as voting members; review and approve chapter activities as presented by the President; nominate candidates for officers; assist with projects and committees

Chairman of the Board – schedule, organize, and direct board meetings

President – serve as the primary point of contact for the chapter; oversee chapter activities, officers, and committees; develop and oversee annual goals

Vice-President – assist the president in accomplishing chapter activities and goals; act on behalf of the president in his/her absence

Treasurer – process financial transactions; produce financial reports; maintain financial records; send appropriate filings to state and Hutchinson Bell

Secretary – maintain chapter records, including board and general meeting minutes; send minutes and updated information to alumni relations office at FC and to local chapter's website director

Communications Director – responsible for website, newsletter, emails, social media, membership roster, and other mailings; coordinate with Hutchinson Bell for notifications; recommended to set up a communications committee/helpers to assist with this

Scholarship Committee – reviews scholarship applications and determines amount awarded to recipients, based on total amount approved by board of directors; made up of three people, serving staggered terms so that only one is (potentially) replaced each year; ideally no committee member has any children as potential recipients; no term limits and no restrictions against serving multiple terms

Camp Director – oversee all things necessary for camp

Falcon Days Committee – prepare Falcon Days policy; oversee Falcon Days trips according to policy