

**Office:** DOVIA President

**Term:** Elected to a one-year term of office and shall serve no more than two consecutive terms in the same office.

**Time Commitment:** 4 hours/month of meetings (Member and Board meeting) + additional prep time

**Responsibilities:**

- Assist other officers with their duties as requested; ensure that they fulfill their responsibilities.
- Send meeting reminders and agendas to all members.
- Prepare and bring agendas/slideshow to meetings.
- Lead Member meetings.
- Lead Board meetings.
- Work with members to recruit new members, strategize and plan for DOVIA's future.
- Check DOVIA email box weekly.
- *Select a Buy Laws Committee every two years (odd years)*

**Special skills needed:**

- Organizational
- Public Speaking
- Able to conduct and/or facilitate meetings.

**Date specific responsibilities:****January:**

- *Approve Budget for the new DOVIA year*
- *Vote on Board Signers*

**February:**

- *Create a conference committee*

**August:**

- *Ask general members to consider holding an office.*

**September:**

- *Prepare of slate of officers*

**November:**

- *Hold election of officers*

**Office:** DOVIA Vice-President

**Term:** Elected to a one-year term of office and shall serve no more than two consecutive terms in the same office.

**Time Commitment:** 4 hours/month of meetings (Member and Board meeting) + additional prep time

**Responsibilities:**

- Is responsible for all duties and exercises all powers in the absence of the President. Will perform such duties as may be delegated by the President.
- Work with members to recruit new members, strategize and plan for DOVIA's future.
- Problem solve any openings that arrive if a guest speaker cancels.
- Assists in planning monthly meetings, locations, and speakers.
- Coordinate meeting location, speaker, time, technology confirmations
- *Assists in annual conference planning.*
- Manage DOVIA's webpage and DOVIA's Social Media pages
  - Develop an online yearly calendar of all DOVIA events
  - Update Officer contacts, resources, tips & tools and all other areas as needed
- Conference Planning Committee participant.
  - Add conference information and registration forms to website.
  - Up-date at end of conference with thank you's and pictures

**Special skills needed:**

- Organizational
- Public Speaking
- Able to conduct and/or facilitate meetings

### **Role: DOVIA Secretary**

**Term:** Elected to a one-year term of office and shall serve no more than two consecutive terms in the same office.

**Time Commitment:** 4 hours/month of meetings (Member and Board meeting) + additional prep time

### **Responsibilities:**

- Take accurate meeting minutes as a record of DOVIA meetings. If absent, make arrangements for this responsibility to be covered by someone else.
- Email DOVIA board members a copy of the previous months' minutes for review and changes, 1-2 days following meeting.
- *Bring name/place cards to each meeting. Create new cards for new members (get new member information from the Treasurer).*
- Bring sign in sheet to each meeting.
- Work with board members to recruit new members.
- Strategize and plan for DOVIA's future.
- Send thank you notes to speakers following each meeting.
- Conference Committee planning member, and if necessary chair the event

### **Skills:**

- Organized
- Detail oriented
- Public speaking/strong communication skills
- Able to conduct or facilitate meetings if necessary

## **Office: DOVIA Treasurer**

**Term:** Elected to a two-year term of office and shall serve no more than one term in the same office.

**Time Commitment:** 4 hours/month of meetings (Member and Board meeting) + additional prep time

### **Responsibilities:**

- Collects membership dues
- Maintains accurate spreadsheet of membership and forwards to officers when an update is made
- Manages the banking accounts (general and conference) – presents balance and expenses during monthly DOVIA meeting
- Makes timely payment for services DOVIA receives
- Set up DOVIA Conference Online Registration & payment options via Eventbrite
- Manage DOVIA Conference Online Registrations and incoming paper Registrations
- Order monthly DOVIA meeting lunches

### **Special skills needed:**

- Organizational
- Public Speaking
- Confidentiality

### **Date specific responsibilities**

#### **December**

- *Send out the e-Brochure to all of the registered members of DOVIA. Send a paper copy to those who don't have email.*
- *Ask around to find out if there are any new people that may want to join.*

#### **January**

- Start collecting membership dues. Deposit them in the bank account.

**Office:** DOVIA Past President

**Term:** Automatically moved from President to a one-year term of office in the Past President support role.

**Time Commitment:** 4 hours/month of meetings (Member and Board meeting) + additional prep time

**Responsibilities:**

- Support the current DOVIA president by offering guidance in their role based on experience in the President role.
- Coordinate ordering & picking up food for DOVIA meetings. (Work with Treasurer to determine budget)
- Support the DOVIA team by encouraging new members to participate
- Specifically look for key players that can participate in leadership roles
- Attend the conference

**Special skills needed:**

- Organizational
- Mentoring
- Public Speaking
- Confidentiality