



2024 Open Leadership Position Info Sheet

Nomination form: <https://forms.gle/CZSnUbVW1Jd9g9qq7>

Vice-Chair

The Vice Chair carries out special assignments as requested by the chair and fills in for the Chair if necessary. Produces, coordinates, or delegates coordination of programs or events on behalf of Blacks in I/O.

Specific responsibilities include:

Daily Tasks:

- Check and respond to vice chair emails related to organizational matters.

Bi-Weekly Tasks:

- Review any updates or messages from the Chair.
- Check in with board members regarding ongoing committee work or initiatives.
- Review the status of action items from recent board meetings and follow up with responsible parties to ensure completion and progress.
- Collaborate with other board members on ongoing projects and initiatives.
- Provide guidance and support to committees as needed.
- Meet with the Chair to discuss any ongoing tasks, updates, or upcoming events.
- Review progress on any programming or events for Blacks in I/O.
- Coordinate with the event planning team to ensure all aspects are on track.
- Touch base with various board committees to ensure they're making progress and addressing their responsibilities.
- Provide any necessary guidance or resources to support committee work.

Monthly:

- Keep records of actions taken, decisions made, and progress achieved.
- Prepare a brief summary report for the Chair on significant developments.
- Participate in strategic discussions about the organization's future goals and initiatives.
- Contribute insights and ideas to enhance the organization's effectiveness.

Ongoing/As Needed Tasks:

- Oversee the election cycle and any special elections

Proactive engagement and initiative are crucial for success in this role.



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Treasurer

The Treasurer keeps track of the organization's financial condition and works with the Chair to lead the development of the annual budget. He or she must understand financial accounting for nonprofit organizations and ensure that appropriate financial reports are made available to the board on a timely basis. The treasurer also reviews the annual audit, and answers board member questions about the audit, and provides regular updates to the board about the annual audit and budget.

Specific responsibilities include:

Daily Tasks:

- General financial monitoring

Bi-Weekly Tasks:

- Review financial transactions, including incoming and outgoing funds.
- Ensure accuracy and consistency in financial records.
- Prepare and complete invoices for goods and services provided by the organization.
- Ensure invoices are accurate, properly documented, and sent to the appropriate parties
- Responsible for accounts receivable and payable with proper oversight from the Chair and documentation

Monthly Tasks:

- Prepare financial reports, including summaries of income, expenses, and account balances - present this report to the board, highlighting any significant financial changes or trends.
- Keep track of receipts and expenses incurred
- Highlight any notable financial matters or discrepancies.
- Review the current month's financial performance against the budget.

Ongoing/As Needed Tasks:

- Gather the necessary financial documents and records to prepare for upcoming tax filings.
- Ensure all required tax forms are completed accurately and on time.
- Lead meeting to discuss financial matters, review/establish budgets, and propose financial strategies.
- Review and update financial policies to ensure alignment with current regulations and best practices.
- Ensure compliance with legal and reporting requirements related to financial matters.



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- Collaborate with the Chair to prepare the annual budget for the organization & present the budget to the board for approval.
- Assist and orient a new Treasurer, providing guidance on financial processes, responsibilities, and reporting.

Attention to detail, financial expertise, and strong communication skills are crucial for success in this role.



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Communications - Non-Voting Board Member Liaison

The Communications Committee Chair attends all board meetings and is responsible for maintaining complete and accurate meeting minutes. The communications chair will be responsible for fielding emails that come into the BIOP gmail account box. This role is well-suited for individuals aspiring to serve on the board in the future and seeking an opportunity for practical experience and skill development.

Specific responsibilities include:

Daily Tasks:

- Monitor and manage the BIOP Gmail account, responding to inquiries and forwarding relevant messages to appropriate team members.

Bi-Weekly Tasks:

- Review incoming requests for graphics and design materials.
- Delegate graphics tasks to the committee responsible for creating visuals.
- Ensure that all communication materials adhere to the organization's branding guidelines.
- Review and provide feedback on graphics, emails, and other communication pieces.
- Assist in promoting events through social media, emails, and other communication channels.
- Monitor social media comments, messages, and engagement, responding as needed.

Monthly Tasks:

- Post updates, news, and engaging content on the organization's social media platforms.
- Attend to messages and connection requests on LinkedIn, ensuring timely and appropriate responses.
- Collaborate with the Secretary to create monthly newsletters - manage content submission form, gather content, write articles, and design the newsletter in line with branding.
- Collaborate with the Secretary to set up email blasts for upcoming events or announcements.
- Ensure that email templates are branded and effectively convey the message.

Ongoing/As Needed Tasks:

- Develop and refine the organization's social media strategy.
- Plan content themes, schedule posts, and track engagement metrics.
- Continuously monitor social media platforms for comments, mentions, and messages.
- Engage with followers, responding to questions and fostering discussions.
- Develop and maintain online chat community through slack



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Adaptability, creativity, and strong communication skills are essential for success in this role.