

PHOENIX BUSINESS CONNECTION
BOARD ROLES & RESPONSIBILITIES
AS OF DECEMBER 2016

Chairperson: This individual shall be responsible for the overall management and operation of the Phoenix Business Connection Leads Club (“PBC”). The Chairperson shall be authorized to enter into contracts on behalf of the Phoenix Business Connection and perform any other administrative duty consistent with the mission, these Bylaws, and the operation of the Phoenix Business Connection Leads Club. The Chair shall also be responsible for the orderly running of the regularly scheduled membership meetings.

1. Responsible for the orderly running of weekly meetings and creating the Agenda; solicit the help of ticket salesperson & greeter to facilitate door prize portion of meeting. Coordinate with Management of meeting venue as to when group will not be meeting (e.g. holidays), occasionally ask them for feedback to ensure we are doing our part collectively to take care of staff (membership is ordering breakfast, etc.), and arrange for a year-end contribution from membership to staff at venue.
2. Ensure Bylaws are adhered to by Members and oversee responsibilities of Board Members.
3. Make time for guests and make them feel welcome. Explain requirements for membership and provide application and/or follow-up with guest.
4. Collect application/payment from prospective new members and share with the Board for review and as means to collect info needed for newsletter, roster, etc. Announce the pending application to membership in the next regularly scheduled meeting and coordinate with Membership Chair to also announce in the weekly newsletter, both to give membership an opportunity to bring forward any concerns of conflict to the Board. If no objections, announce the new member during the following regularly scheduled meeting (2 week typical turnaround).
5. Implement Growth and Business Development ideas for the PBC.
6. Ensure PBC website is current regarding executive content such as By-Law Updates, Financial Stmts, Board Meeting Agendas, Board Roles & Responsibilities, etc.
7. Schedule and hold four (4) regular Board meetings a year. Schedule any emergency board meetings when necessary in the best interests of the PBC. Prepare Agenda with Board input, and provide Minutes / action items from prior meeting.

Vice Chairperson: This individual shall assist the Chairperson in the overall management and operation of the Phoenix Business Connection. This individual shall also act as the Chair of the Conflicts Committee. This individual shall be responsible for the orderly running of the regularly scheduled membership meetings in the absence of the Chairperson.

1. Conduct meeting in the absence of Chairperson.
2. Maintain the attendance of the membership roster and collect notifications of absent members to announce weekly absentees and reason. Monitor By-Law requirements and attendance policy, and report to the Board no less than quarterly. Enforce as needed during/after the quarter. Monitor/announce birthdays monthly.
3. Manage any Leave of Absence requests and monitor accordingly.
4. Assist with welcoming / following-up with guests.
5. Select a Conflict Committee (5 total) and facilitate, but cannot vote on conflict resolution.

6. Introduce any guests with a potential conflict to the Member in question to determine if there is a conflict. If the two cannot agree, call a Conflict Committee Meeting to hear both sides and vote. Monitor weekly for any 'new' overlaps that could present a conflict.
7. Work with Chairperson on Growth / Business Development ideas for the PBC.
8. Attend regularly scheduled and emergency Board Meetings.

Membership: This person shall be responsible for maintaining the membership roster and other membership issues. This individual shall preside over a membership committee responsible for developing and administering the Phoenix Business Connection membership.

1. Select a Membership Committee to help carryout these responsibilities, as needed.
2. Maintain a rotation of speakers, greeters, and ticket salespersons, and announce upcoming assignments during the weekly meetings and a reminder to bring door prizes. Chair and Vice-Chair are not to be included in rotation of greeter or ticket-taker.
3. Manage email distribution list and issue weekly newsletter highlighting current rotation assignments, upcoming events, news, meeting announcements, membership changes, etc.
4. Select a Mentor Committee, from which to assign as a 'buddy' as needed with new Members to provide/review the Welcome Letter, highlighting PBC membership requirements, operations, Bylaws, etc.
5. Maintain / monitor PBC website, Facebook page, etc. regarding members who have recently joined / vacated PBC. 'Technology Support' PBC member will serve as back-up and assist with IT needs as required.
6. Assist with welcoming guests.
7. Attend regularly scheduled and emergency Board Meetings.

Treasurer/Secretary: This person shall be responsible for the Phoenix Business Connection finances and banking accounts. This individual shall be responsible for maintaining the books and records of the Phoenix Business Connection activities and finances.

1. Maintain PBC bank account(s) and account for separate accounts (e.g. charity), if applicable.
2. Write checks when needed for expenses and retain receipts.
3. Deposit receipts (application fees, ticket sales, etc.) weekly and record appropriately.
4. Announce bank account balance(s) and related info as requested during weekly meetings.
5. Coordinate additional purchases as needed (flowers for members in hospital, etc.); coordinate year-end charitable donation vote and disbursement.
6. Assist with welcoming guests.
7. Attend regularly scheduled and emergency Board Meetings, taking notes and disbursing Minutes to Board.

Events: This person shall be responsible for establishing and running a committee for purposes of developing and planning a schedule of social or other events for the membership outside of the regularly scheduled membership meetings.

1. Select an Events Committee as needed, and plan at least two (2) events per year.
2. Coordinate with Treasurer to use monies, and collect additional monies from membership, as needed, for events.
3. Announce upcoming events as requested during weekly meetings.
4. Assist with welcoming guests.
5. Attend regularly scheduled and emergency Board Meetings.