

New BPIA Board of Director and Appointed Roles Descriptions
As of 12 April 2024

Vice President of Membership

- Strategy
 - Development and implementation of strategic plan for membership recruitment and retention goals to include member incentives, perks, and experience
 - Establish innovative strategies on engaging our members
- Board Participation
 - Collect and present annual membership survey to BPIA board to inform decision making
 - Provide monthly report to BPIA Board presenting data on current membership numbers and quarterly goals
 - Partner with other committees for member highlight announcements and activities
- Member Recruitment /Orientation
 - Develop quarterly recruitment social media campaign
 - Own and update the New Member Welcome email and packet as needed
 - Record and share a New Member Orientation video and include it in the New Member Welcome Email and Packet
 - Host and attend key member engagement events including:
 - Monthly Members Virtual Happy Hour
 - First Fridays
 - Monthly Tribes Interest Meeting Meet & Greet
- Member Retention
 - Responsible for annual member experience survey, talent pipeline survey, and monitoring anonymous feedback submission form
 - Responsible for oversight and support of BPIA Tribes including annual co-chair selection process, reviewing handbook as needed, train Tribe co-chairs, manage tribes intranet site and other tasks as needed.
 - Respond to member related inquiries including approval of membership

Vice President of Operations

- Operational Management
 - Successfully manage all operations of the organization including people and culture, human capital, financial needs, data and systems needs, and general administration.
 - Conduct and present annual organizational needs assessment.
 - Identifying areas of improvement across the organization and making actional recommendations

- Knowledge of principles, procedures, and best practices in the industry strongly recommended
- Must be detail oriented, possess strong organizational, problem solving, and conflict resolution skills.
- Strategy
 - Responsible for planning, coordinating, and overseeing operations activities in the organization, ensuring development and implementation of efficient operations and cost-effective systems to meet current and future needs of the organization.
 - Provide leadership to staff by anticipating and supporting potential operational needs of BPIA core programs and general administration.
 - Work closely with the President and BPIA Board to develop strategies and plans to optimize internal operations and efficient workflow.
 - Creating and implementing a strategic plan
 - Develop strategy on the human capital needs of the organization.
 - Overseeing and streamlining of daily operations
- Human Capital
 - Recruit and interview potential hires, personnel, and contractors as needed.
 - Create and advertise job and contract announcements

Vice President of Strategy and Impact

- Establishes, implements, and communicates the strategic direction of the organization
- Creating and implementing a strategic plan
- Collaborates with BPIA board and Advisory Council to develop and meet BPIA objectives and goals
- Responsible for developing an annual strategic plan
- Responsible for establishing and reporting metrics of impact at the monthly board meeting
- Develop strategic partnerships as needed for the organization
- Identifying areas of improvement across the organization and making actional recommendations
- Knowledge of principles, procedures, and best practices in the industry strongly recommended

Non-Voting Positions

Chief of Staff

- Responsible for supporting the management of all Executive activity to include meetings, scheduling, task tracking, and executive committee tasks
- Serve as a knowledge manager of the executive activity and relationships to the organization
- Gathering necessary information and deliverables for President to review

- Identifying areas of improvement across the organization and making actionable recommendations
- Protecting the time and flow on incoming inquiries and request to the BPIA President
- Helping to keep the President organized with logistics, meetings, and email daily
- Preparing agenda and tracking executive action items for relevant meetings as needed
- Serve as Supervisor to executive interns
- Providing support as needed
- Reports directly to the President

Chief Technology Officer

- Develops BPIA's strategy for using technological resources
- Discover and implement new technologies that yield competitive advantage and enhanced workflows
- Supervise volunteers, team, and interns responsible for system infrastructure to ensure functionality and efficiency including technology needs for virtual events.
- Ensuring technologies are used efficiently, profitably, and securely
- Evaluating and implementing new systems and infrastructure
- Develop and enforce security protocols for BPIA's technological platforms including wild apricot, google work console, email systems, zoom, etc.
- Serve as an advisor to the BPIA board on technology matters related to software including virtual career fair, events, and other.
- Train BPIA team members on the production instructions on virtual events
- Active knowledge of technology resources, platforms, and softwares.
- Reports to the Board Member At-Large responsible for the Communications Committee.

Historian

- Maintain a written history of the organization from founding to present date to include key accomplishments, leadership, founding members, and significant occasions
- Record and present achievements of historical precedence to the organization
- Manage the history tab on the BPIA website
- Collecting and organizing of historical BPIA photos and items for future reference in the BPIA google admin drive
- Captures, assembles, and preserves record of activities and achievements of BPIA
- Manage "BPIA Founders and/or leadership" related interview project to be posted on BPIA's youtube page

Director, Events and Programming

- Support with the logistics, planning, and execution of BPIA virtual and in person events including panels, discussions, social gatherings, community service events, and more.

- Ensure that all aspects of events, from startup to finish, run smoothly and efficiently at a standard of excellence
- Communicate with internal and external stakeholders; Respond to stakeholders within a 48-hour window
- Prepare and review event proposals, post-event surveys
- Submit monthly events report to the BPIA board
- Occasionally draft event promotional material
- Attend meetings with BPIA leadership as needed
- Submit monthly 1-2 page events status update overview
- Update the BPIA event tracker
- Managing interns and other volunteers to the events committee
- Responsible for tracking all event engagement and analytics metrics to track attendee participation and satisfaction
- Reports to the BPIA President and Executive Team (Chief of Staff)
- Project management experience is strongly desired.
- Other tasks as assigned

Director of Grants and Fundraising

- Responsible for BPIAs development efforts by seeking and securing external foundation, corporate, and government grants to support organizational mission, priorities, and goals
- Plan and implement strategies to generate financial support by identifying, researching, cultivating, and soliciting private/corporate foundations and federal and state funding sources.
- Provide leadership in the identification and solicitation of grants, donations, annual giving campaigns, planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and program donations, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support BPIA.
- Lead application process including establishing timelines, identifying PIs, coordinating submission materials.
- Proactively research grant opportunities and reach out to BPIA leadership as needed for relevant information to submit applications.
- Responsible for managing additional grants consultants
- Reports to the President and the Treasurer
- This role has the possibility for compensation.

Director, BPIA Internship Program

- Responsible for managing the full cycle of the BPIA internship program to include broad advertisement of the internship program, managing the application process,

communicating internship status, confirming acceptance, internship onboarding and orientation, and exit interview survey

- Managing administrative tasks including collection of intern forms, confirmation forms, meeting attendance and task accountability tracker,
- Hosting of weekly all-intern meeting to share BPIA announcements and receive “report out” from each intern.
- Manages the BPIA intern email inbox and provides responses within 48 hours
- Creates and manages the BPIA intern google group listserv and whatsapp groups
- Serves as a liaison for supervisors
- Provides resources and opportunities to interns as applicable
- Manages agreements of “joint” internships with external organizations
- Project management experience is strongly desired.
- Must be detail oriented, possess strong organizational, problem solving, and conflict resolution skills.
- Effective, dynamic intrapersonal skills to engage and work with students, board members, and external stakeholders.
- Reports to the Vice President of Operations
- This role has the possibility for compensation.