

[the goal of this document is to clarify specific roles & responsibilities for NE GWiSE board positions]

SCHOOL REPRESENTATIVES

- Serve as representative from respective school's organization (1-2 per school)
 - Ideally they are different from someone taking a position on the board
 - Distribute information to their schools
 - Give periodic updates on their school's groups
 - Gather and send information about their group's events (both those open to NE GWiSE and those that aren't)
 - Recruit new people to join NE GWiSE
- Cast vote to elect the 2 Co-Chairs for the following year
- Cast vote on behalf of respective school in additional voting situations, if any
- Attend monthly meetings

OFFICERS

- Attend monthly meetings when able (mostly Spring semester)
- Join ad hoc planning committees for the Summer Retreat and Spring to Action
- Help plan events throughout the year

EXECUTIVE BOARD (12)

Co-Chairs (x2)

- Ensure that NE GWiSE activities stay within the goals and mission statement of the organization
- Solicit nominations for and administer the election process for the incoming Co-chairs
 - New Co-chairs will coordinate the interest form for the incoming officers and decide on positions
- Coordinate and set agenda for monthly board meetings and two annual open meetings in January and March (after the Spring to Action)
- Act as the face of NE GWiSE
- Solicit feedback from Board & general membership about (1) structure of organization and (2) programming needs through an annual survey
- Determine and organize an effective recruitment strategy (i.e. training for positions? Mentoring structure?)
- Check in with positions throughout the year as necessary

Secretary

- Maintains organizational documents in the google drive
 - Follow up with positions to make sure all documents are included
 - Make sure event leads fill out post-mortem doc
 - Check ~2x/semester to make sure documentation is up to date
- Maintains documentation of notes taken at NE GWiSE Board meetings
- Makes meeting notes and information available to the whole NE GWiSE Board by emailing through Google Group and posting on the Google Drive/Slack
- Compiles NE GWiSE advertising and emails out newsletter (1x/month)

Treasurer

- Oversees NE GWiSE budget

- Coordinates finances: transactions, disbursements, reimbursements
 - Primarily for our two main events - Summer Retreat, Spring to Action
 - This is done between the schools. Each school gives an estimate of what they can contribute before and then we split up the actual costs afterwards.
- Find a more permanent solution for our finances
 - BU has agreed to hold money for us if we would like to transfer hands
- Coordinates fundraising and reaching out to donating organizations
- Maintain our non-profit status

Media Director

- Maintains NE GWiSE Facebook group by updating events, posting resources and links of interest to the NE GWiSE community
 - Advertises for our events
- Maintains NE GWiSE social media platforms - Twitter, Instagram, LinkedIn, etc.
 - Advertises for our events
- Maintains NE GWiSE website
 - Advertises for our events
 - Keep website up-to-date (resource page, events, etc.)
- Maintain NE GWiSE Google Calendar
 - Input open and closed events for all of the different schools
- Coordinates photography of events
- Makes connections with news outlets, coordinates getting articles/op eds/letters to the editor published about our group, sends out press releases
 - Reach out to media offices at each member school
 - Coordinate interuniversity advertising
 - Have reps from each school send out the ads to their members
- Keep up with current events- make statements (sexual harassment, disagreeable policies, etc.), press releases
- Advertise important things from newsletter on social media, website, etc.
 - Put event info on Google Calendar
- Designs materials to advertise for events (posters, Eventbrite) and NE GWiSE swag

Communications Director

- Identifies advisory board and maintains contact with them
 - Coordinates annual advisory board meeting
- Coordinates relations with external organizations, including local events: MASS AWIS, WEST, etc.
- Communicate with other schools and groups who might be interested in participating with NE GWiSE
 - UMass, Yale, Wellesley (?) as starters
 - Works closely with New Schools Chair

CHAIRS (6)

- Oversee programming & activities within the respective chair domain
- Communicate problems and unresolved issues to Co-Chairs
- Give updates on respective chair domain activities at Board meetings

Social Chair

- One of three point people, along with the Professional Development and New Schools Chairs, planning the annual large social NE GWiSE Summer Retreat
- Coordinates social events for the larger network
- Plans socials for the officer board
- Identify schools with strong social programming, disseminate that information

Professional Development Chair

- One of three point people, along with the Social and New Schools Chairs, planning the annual large social NE GWiSE Summer Retreat
- Coordinates professional development events for the larger network
- Identify schools with strong professional development programming, disseminate that information

New Schools Chair

- One of three point people, along with the Professional Development and Social Chairs, planning the annual large social NE GWiSE Summer Retreat
- Determines the best way to help new schools
- Coordinates a mentor system for new schools
- Helps new schools set up groups
- Possibly coordinate social/networking meetups at new schools with our members to talk about their own groups (advice, networking, show support)- at multiple stages in their development:
 - Just starting
 - After they're a bit more established
 - Once they're ready to be actively involved in our group
- Identify and keep track of status of different groups
- Puts together helpful resources and support
 - Ideally have document of how to set up a group (positions, who to talk to at each school, etc.)
 - Funding
 - Best practices
 - List of important contacts

Advocacy Chair

- One of three point people, along with the Outreach and Diversity Chairs, planning the annual large NE GWiSE Spring to Action event
- Coordinates advocacy events/efforts (i.e. research, meetings, campaigns, etc.)
- Discuss the role of men in our organization and work with the board to figure out a sustainable, effective way to engage them
- Maintain a list of the advocacy efforts at the different schools
 - If relevant, communicate these to Secretary (to go in newsletter/in media)
 - Send information to secretary- will distribute to media director→ Google calendar on website
 - Identify schools with effective advocacy efforts, disseminate that information/connect efforts
 - Best practices/policies, how they pushed these efforts forward

Outreach Chair

- One of three point people, along with the Advocacy and Diversity Chairs, planning the annual large NE GWiSE Spring to Action event

- Coordinates outreach events for the larger network
- Identify schools with strong outreach programming, disseminate that information

Diversity Chair

- One of three point people, along with the Outreach and Advocacy Chairs, planning the annual large NE GWiSE Spring to Action event
- Comes up with a strategy and list of best practices for the organization to increase diversity and inclusion
- Make sure that some of the events are specifically focused on increasing diversity within the organization
- Still need to define this role more