

Board Member Roles & Responsibilities

President	<p>Chapter President Responsibilities</p> <ul style="list-style-type: none">● Schedule board meetings<ul style="list-style-type: none">○ Be sure all board members are emailed a link to the meeting agenda, board member reports, supporting documents & last meeting's minutes○ In taking the vote, you can use a voice vote, show of hands, or a ballot vote.○ Open the meeting.○ Review and approve the last meetings minutes and Reports - most importantly the Treasurer's Report.○ Work through the Agenda. Sometimes it's hard to get through everything, just be sure to cover the really important items.○ Prepare for the next meeting, including any to-do items resulting from votes.○ Use Robert's Rules of Order as a guide○ Board members ask President to be recognized before speaking if they want to bring something to a vote.○ They state the motion: "I move..."○ Another member seconds the motion: "I second..."○ The Chair states, "It has been moved by (name) and seconded that..."○ Ask for discussion. Every member has the right to talk.○ A majority must be reached to approve a motion.○ Upon completion of the vote count, the chair states the result.○ Officers may vote on all issues.○ In the case of a tie, a motion is lost.○ A quorum of board members must be present in order to vote.○ A quorum exists when there are more than 50% of board members present.○ If you don't have a quorum, you cannot have a binding vote.● Stay in touch with board members in between meetings● Work with board members to keep their action items on track & help get them completed● Cheerleader and ringleader● Stay on top of chapter's financial situation<ul style="list-style-type: none">○ Have access to Wave or current accounting software's account○ Be sure treasurer is getting any reimbursement requests + accompanying documents within 30 days of incurring the charge.
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	<ul style="list-style-type: none"> ○ Be sure we don't enter into any contract exceeding \$3000 without permission of the national board. ○ Confirm we have signed contracts from each of our sponsors and ask national to send sponsor a W9(?) if they request it ● Consult board about all chapter events and activities – they are my partners. ● Be sure I don't get burned out - Self Care! ● Learn each board member's job and help them with it ● Be sure the event's chair has all the help they need to see an event through ● Be sure meeting minutes are finalized and secretary sends to board members one week after meeting
Vice President	<p>The job of a VP is to be a "back-up" in case the President is temporarily not able to do their job. (Typically, the VP is "President-In-Training", but that is not a requirement.)</p> <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> ● Stay in touch with the President and Committee Chairmen to make sure that goals and objectives of the chapter are met ● Work on special projects as assigned by the President
Treasurer	<ul style="list-style-type: none"> ● Manage the Chapter's Accounting Software on Wave <ul style="list-style-type: none"> ○ Categorize expenses and income ○ Reconcile accounting with bank statements ● Create Treasurer's Report for Monthly Board Meeting <ul style="list-style-type: none"> ○ P&L for the previous month ○ Transaction report for previous month ○ Any money owed to the chapter ○ Any money owed by the chapter ● Request Reimbursement for expenses from National <ul style="list-style-type: none"> ○ Best if done monthly ○ Include reimbursement form and itemized receipts ○ Should be filed within 60 days of expense. ● State and Federal Tax and Business filing <ul style="list-style-type: none"> ○ The details on this are still being worked out - Will update when we have the information. ● Provide reimbursements to other board members for out of pocket chapter expenses. <ul style="list-style-type: none"> ○ Must have an itemized receipt for reimbursement.

	<ul style="list-style-type: none"> • Handles payments for chapter operating and event expenses <ul style="list-style-type: none"> ◦ Maintains up to date billing information for recurring chapter expenses <ul style="list-style-type: none"> ■ QR Generator ■ Storage Unit ■ Zoom Account ■ Others as added ◦ Invoices for catering/design/printing/etc. • Ensuring that the chapter's bank account stays up to date <ul style="list-style-type: none"> ◦ Canceling outgoing board members debit cards ◦ Adding new board members as either account owners or debit card holders and managing spending limits for each card. • No chapter may enter into a contract exceeding \$3000 without prior approval from the National Board.
Secretary	<p><u>Before Board Meetings:</u></p> <ul style="list-style-type: none"> • Contact board members a week before the monthly board meetings to remind them to submit their monthly reports, complete Action Items, and to find out what agenda items are to be discussed. • Send board members agenda, reports, materials, and minutes 48 hours before monthly meetings, to give them time to read through prior to the next meeting. <p><u>At Board Meeting:</u></p> <ul style="list-style-type: none"> • Take notes and record minutes at the official meetings. Assign action items to appropriate people, and remind them to follow up and mark the items as complete. Be sure to include motions, who presented the motion, who seconded it, and whether or not it passed. It is not necessary to include who voted in favor or not, unless a roll call vote is requested by someone. <p><u>After Board Meeting:</u></p> <ul style="list-style-type: none"> • Meet with President after the meeting to review minutes and plan for next agenda the following month. • Send an email to everyone when the Minutes are revised & completed on the running doc with the link. • Make a pdf to go in the 2020 Minutes folder • Send Larry the link to the PDF so he can download and post it on the website
At-Large Board Member	<ul style="list-style-type: none"> • A board member who votes and weighs in on board matters with the experience gained from serving previous

	<p>boards</p> <ul style="list-style-type: none"> • Be accessible for questions and guidance for all board members • Participates in event planning and execution of events • Assists with and where needed in sub-committees
Advocacy Chair	<ul style="list-style-type: none"> • Monitor legislative action pertinent to commercial photography at the state and national level. • Advise the board of issues that need addressing. • Contact state and federal legislators and regulators as needed.
Education Chair	<ul style="list-style-type: none"> • Maintain a current list of contacts at all college and university photography programs. • Offer to conduct "About ASMP" presentations. • Keep contacts apprised of relevant events and activities of Colorado chapter and board, and of issues affecting the industry. • Serve on Advisory Boards when requested.
Elections Chair	<ul style="list-style-type: none"> • When the election process is ratified by the board, follow the calendar and remind the board and associated chairs to advertise the need for board members. • Notify the board if there are too few candidates for board positions, currently 9 needed. • If too few members vote (pro+life < 6 members), consult with Tom Maddrey about next steps. Possible solutions, it's valid, send reminders to vote, nullify the election and try again.... • Advise board of election outcome.
Events Chair	<ol style="list-style-type: none"> 1. Talk to board to get topic and speaker ideas for upcoming events and Brews. 2. Make or add to spreadsheet with all these names, contact info and notes 3. Reach out to those speakers with the email templates provided or by phone, explaining our event and what we'd like them to speak about. 4. Once you have confirmation, send an email asking for a 1-3 line bio, headshot, topic description and 3-5 of their images (if they're a photographer) to use to promote that event on our social media platforms. I invite them to watermark those images if they'd like. 5. Follow up to make sure you've got these and put all this info in a Google Drive folder for that speaker under the event they'll be speaking at.

	<ol style="list-style-type: none"> 6. Share that Google Drive folder with the Marketing Chair & committee: social media person, content creator and Website Chair. 7. Keep in communication with the Marketing Chair & Website Chair. 8. Update Events spreadsheet when new speakers or details come in. 9. Oversee logistics of events. <ol style="list-style-type: none"> a. For Brews & Business: who's bringing the bins and sign, who's doing registration, who's attending, confirming the date/time with the venue. b. For big events like our headliner event: arranging venue, doing a walk through; sending our headliner speaker(s) our speaker contract; when the contract is signed, having the treasurer pay their invoice; getting their bios, headshots and promotional materials including photographs; keep in communication with them re: the day's schedule, when they're coming to town and any other logistics. Do the speakers have sponsors? c. Coordinate tasks with other board members: Sponsorship Chair gets swag bags for headliner event - puts out request 3 months in advance or more. Sponsorship Chair gets swag and giveaways and gets help from other board members to reach out. Leftovers go to the Assistant's Workshop. Who has the name badge pouches for headliner event? Where are the lanyards? Marketing chair gets names of attendees printed and those go into pouches. Which sponsors logos get printed on name badges? The board gets together to stuff pouches and swag bags the night before the event day or event weekend. 10. Attend events when possible. 11. Ensure our events get in our monthly newsletter. 12. Ensure National has a list of our upcoming events with links to the event page that they'll share in their weekly newsletter. The Website Chair may be taking care of this now.
--Coffee	<ul style="list-style-type: none"> ● Be in touch with Brian Rabin from Mike's Camera that the scheduled rep is attending that month.

	<ul style="list-style-type: none"> ● Confirm with contact person at our coffee shop 2 days before that they'll be ready for us that coming Monday at 7:30am. ● To be ready: Urn of coffee is brewed, tables in our area all have Reserved signs on them ● Host the coffees - introduce the reps and other photographers to each other. Ask attendees what they like about ASMP and what they'd like to see more of. This is a great opportunity for outreach to get ideas for future events, reps and speakers for Brews & Business. ● Pay for the coffee - we'd need to get you a credit card or reimburse you. It was under \$20 this month. ● Check with Brian on occasion to request certain reps for upcoming coffees. ● Come up with ideas with the board for other sponsors, reps or people we'd like to invite to coffee to talk with people (casually, not formally) ● Reach out to those sponsors, reps or others ● Communicate with the Website Chair the lineup of people coming to coffee on which months so they can populate the website and our Meetup group with that specific information. ● As a Committee member, you'll report about the coffees (attendance, venue, rep) to the Events Chair and that person will attend the board meetings and include your update in their report.
Marketing Chair	<ul style="list-style-type: none"> ● Idea person for new ways to market and connect ASMP Colorado to the community, the photo community, our sponsors and ad agencies - approaching from every direction we can ● Ensuring branding style is unified throughout all our marketing materials ● Creating copy for events, marketing materials, social media posts ● Working with the Events Chair & Marketing committee

	<p>to come up with a schedule and specific dates for promoting each upcoming event.</p> <ul style="list-style-type: none"> • Coordinating with content creator and outside graphic designer to create marketing material for social posts, deciding with the board which events to create posters/flyers for and whether any should be printed. • Coordinating printed & digital marketing materials with the Education Chair to hand out at school presentations and meetings. • Ensuring newsletter coordinator, social media coordinator and Website Chair have graphics, copy and marketing material to promote events.
--Newsletter	<p>10th of the month – reach out to membership chair or board for who to feature in next months newsletter Reach out to feature for main photo (650 px wide horizontal), bio paragraph, and bio photo 15th reach out to board to see if they have content for newsletter Update all events with links to calendar on the ASMP CO page, description of event and bio photo of speakers Check national ASMP newsletter for any current news to include End of month – update newsletter photo with the winner of the FB contest and update the paragraph with their name Update header, preheader and date of newsletter Send to all contacts on first of month. Tuesdays and Thursdays are best. Send newsletter link to web master and social chair to post on website and social media Upload report to Google Docs: Open rate, Click rate, Bounce rate, unsubscribes (include their email address), top 3 links clicked</p>
--Social Media	<ul style="list-style-type: none"> • Create social media content • Post content to Facebook Groups, Instagram and relevant stories. <ul style="list-style-type: none"> ○ ASMP Coffee Events ○ Brews and Business ○ Special Events ○ User images (when permitted) ○ National Chapter Events

	<ul style="list-style-type: none"> ○ Sponsor Events ● Respond to comments. ● Use likes to draw in new followers. ● Purchase advertising for special events. ● ASMP Colorado Photo Chat <ul style="list-style-type: none"> ○ Post initial announcement ○ Select winner based on likes ○ Upload the winning image to the group cover. ○ Post a new announcement for next month. ● Work with National on special initiatives.
Membership Chair	<p>Answer questions about membership, and membership levels</p> <p>Examine new member reports monthly, send welcome emails to new members (different emails for Professional and Student/Associate, etc.)</p> <p>Email/call dropped members in January and April (after their drops become official)</p> <p>Coordinate membership event in fall</p> <p>Coordinate mentors and mentees</p>
--Committee Member	
--Mentorship	
Sponsorship Chair	<p><u>Solicit Sponsors for ASMP Colorado</u></p> <ul style="list-style-type: none"> ● Contact Sponsors based on other Board Member recommendations ● Utilize personal and professional contacts in the industry ● Keep the Sponsorship Levels Document up to date ● Keep the Google Sponsorship Contacts Information and renewals up to date ● Make sure that all new Sponsors are given all of the pertinent data to their level of Sponsorship: i.e.: logo or text name link, social media frequencies etc. ● Get signed Sponsorship documents from all sponsors for tax purposes ● Make sure that there is only one Sponsor per category. In other words, do not have three photography rental companies be sponsors. One Sponsor per competing category. ● Stay on top of renewal requests

	<p><u>Sponsorship Events and Details</u></p> <ul style="list-style-type: none"> • Be the ASMP Colorado Board Liaison for Sponsors • Be involved in soliciting help from Sponsors for specific events: Door prizes (<i>When Appropriate – Ask Sparingly</i>) • Make sure Sponsors are aware of opportunities such as major events, membership drives, assistant workshops, Brews and Business, ASMP BBQ, etc. <ul style="list-style-type: none"> ◦ Work with Sponsor on banners ◦ Make sure we have tables and other needs for Sponsors ◦ Solicit Sponsors to provide their info at in-person meetings ◦ Assist with recognizing our Sponsors at ALL ASMP Colorado Events • Interact with Sponsors on Facebook and Instagram • Be an advocate for all Sponsors • Take the pulse of Sponsors to see if they have certain expectations or workshops that they would like to see • Send Sponsors emails on an occasional basis to thank and update them
Website & Meetup Chair	<p><u>Website</u></p> <ul style="list-style-type: none"> • Create a new post for the monthly minutes. Upload monthly minutes and copy last months post, change the date and link to the new minutes PDF • Edit the https://www.asmp.org/colorado/current-and-prior-newsletters/ page and add the date and URL of the current newsletter • Create News posts for anything exciting that our sponsors have going on. Mike's camera usually has something in the way of workshops or demos. • Update Widgets with sponsors names, logo and website link as needed. • Create event entries as needed. These can include board meetings, monthly meetings, meetups in Boulder and Loveland • Update our benefit page https://www.asmp.org/colorado/benefits/ with new sponsor information and check the ASMP Benefits and update our page with new information • Tools you will get the opportunity to work with: <ul style="list-style-type: none"> ◦ Wordpress ◦ WooCommerce

	<ul style="list-style-type: none"> ○ Events ○ Super Carousel ○ Google Analytics ○ WPBakery Page Building ○ Various Widgets <p><u>Meetup</u></p>
Regional VP Chair	
-North VP	
-South VP	
Ex-Officio Member	<ul style="list-style-type: none"> ● A board member who serves as the Board President in the final year of his/her/their elected term will serve as ex-officio, non-voting, for the subsequent year. ● Weigh in on board matters with the experience this position brings ● Be accessible for questions and guidance for all board members especially the incoming president and vice president.