

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

NE GWiSE COMMITTEE (School Representatives + Officers)

Purpose: 1) give members low commitment opportunities to be more involved in NE GWiSE and 2) give NE GWiSE the woman power and bandwidth to increase our programming

- Members are all of the school representatives and officers
- Pool of people the NE GWiSE board can utilize when they need extra hands to plan events (including our major events and smaller, more specialized ones)
 - When help is needed, the relevant board member(s) will contact committee members who expressed interest in the relevant topic or event committee(s). Committee members are encouraged to assist if they are available.
- Committee spreadsheet includes members' contact info, schools, and interests (both in terms of large event planning with the different event committees, e.g. Speaker Committee, and in terms of the different chair domains, e.g. Advocacy)

Note: non-officers can still be on event committees so we will still send committee signup forms to the general membership. Those who sign up are welcome to become an officer if they'd like.

Officers (unlimited)

Purpose: opportunity for members to be more involved without having to be on the executive board

- Members of NE GWiSE Committee to help plan large and small events
- Attend monthly meetings when able (especially encouraged to attend when meeting is at their home school)

Note: Must help with at least one event per year in order to remain on the committee

School Representatives (1-2 per school)

- Members of NE GWiSE Committee (help plan large and small events) and are members of the executive board (tasks below)
- Serve as representatives from respective schools' organizations
 - Ideally this is their only position on the board
 - Distribute NE GWiSE information to their schools
 - Give periodic updates on their schools' groups
 - Gather and send information about their groups' events (both those open to NE GWiSE and those that aren't)
 - Recruit new people to join NE GWiSE (executive board, event committees, etc.)
 - Secure school funding and handle their schools' reimbursements for events
 - Coordinate assistance from your school for planning the major events

This includes:

1. Updating the NE GWiSE google calendar with events that will be held by your schools GWiSE organization
2. Pledging and providing funding
3. Getting your GWiSE members to join committees

4. Pledging and providing volunteers for the day of the event; advertising the event to your membership
 5. Putting together a few slides about your school or group related to the topic of the event and presenting them at the event
- Attend monthly board meetings
 - Host at least 1 board meeting per year at your university
 - Book room for at least 12-15 people
 - Order food - following your school's funding mechanism to purchase dinner for the meeting (use expected number of attendees to estimate amount)
 - Provide signage and directions for members to find the meeting space
 - Cast one vote on behalf of respective school to elect the 2 Co-Chairs for the following year
 - Cast one vote on behalf of respective school in additional voting situations, if any
 - Each school gets only one vote in voting situations, regardless of whether they have 1 or 2 representatives

Note: Must help with at least one event per year in order to remain on the committee

EXECUTIVE BOARD (12)

- Attend monthly board meetings
- 1 year terms (June 2020 - June 2021), can be renewed unless otherwise stated

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
 - Solicit applications for other board positions and signups for officers
 - Outgoing and incoming Co-chairs will determine the other incoming board members (and their positions) based on their interests, experience, and availability
- Coordinate and set agenda for monthly board meetings and at least two annual open meetings in January and March/April (after Spring to Action)
- Act as the face of NE GWiSE
- Solicit feedback from Board & general membership about:
 1. structure of organization
 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
- Check in with officers every month
- Maximum (and preferred) term length: 2 years

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 posting on the Google Drive/Slack
- Compiles NE GWiSE advertising and emails out newsletter (~1x / 2 months)
 - Coordinate interuniversity advertising
 - Have reps from each school send out the ads/newsletters to their members
- Check NE GWiSE gmail at least 1x/week

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.
- Finds a more permanent solution for our finances
 - Options: have a school hold our funds (BU has volunteered) and/or get a bank account
- Coordinates fundraising and reaching out to donating organizations
- Maintain our non-profit status
 - File taxes
 - Maintain an updated spreadsheet of deadlines for filing the taxes in the budget folder
- Responsible for the recruitment and training of a finance committee (may be current GWiSE members or new members)
 - Committee members may have different roles (ie. focus on taxes, budget, fundraising)

Media Director

- Maintains NE GWiSE Facebook group by updating events, posting resources, and links of interest to the NE GWiSE community
- Maintains NE GWiSE social media platforms - Twitter, Instagram, LinkedIn, etc.
- Maintains NE GWiSE website
 - Keep website up-to-date (resource page, events, board members, etc.)
- Advertises for our events - Facebook, Twitter, Instagram, LinkedIn, website, Gcal, etc.
 - Advertise important items from the newsletter on these platforms as relevant
- Maintains NE GWiSE Google Calendar
 - Input open and closed events for all of the different schools
- Designs flyers to advertise for board meetings, recruitment, etc.
- Designs and coordinates ordering NE GWiSE swag for the year
- Head of the publicity committee for Retreat and Spring to Action
 - Coordinates photography for events

- Coordinates designing flyers
- Coordinates written summary of events

Communications Director

- Identifies advisory board and maintains contact with them
 - Coordinates annual advisory board meeting
 - Coordinates and implements strategy to expand the advisory board
 - Engages advisory board through the creation of subcommittees based on the expertise of the advisory board members (ie. publish committee, management committee, diversity committee, financial/legal issues, etc)
- Coordinates relations with external organizations, including local groups: 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

Tasks to be split between Communications Director, Secretary, and/or Media Director if needed (responsible board member depends on topic and purpose)

- If relevant, 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
- Keep up with current events- make statements (sexual harassment, disagreeable policies, etc.), press releases

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 exec board meetings

Social Chair

- One of three point people, along with the Professional Development and New Schools Chairs, planning the annual NE GWiSE Summer Retreat
- Coordinates social events for the larger network
- Plans socials for the executive board to foster relationships and solidarity
- Coordinates food and location for monthly exec board meetings
- 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 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 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 coordinates 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
- Identifies and keeps 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 NE GWiSE Spring to Action event
- Coordinates advocacy events/efforts (i.e. research, meetings, campaigns, etc.) throughout the year
- Discusses the role of men in our organization and work with the board to figure out a sustainable, effective way to engage them
- Establishes and maintains an advocacy network composed of advocacy groups from each of the schools
- Maintains 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 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 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
- Increase diversity and inclusion within the organization utilizing best practices of school GWiSE chapters
- Develops and disseminates reading material regarding diversity and inclusion in higher education-this can also be disseminated through reading sessions and/or media campaigns