

2016 BPE Open Board Positions

BPE Board: Executive Committee Members

1. **Chair (1 yr. term)** Succession intent: Year 1 – Chair; Year 2 – Past Chair
 - a. Presiding at all meetings of the Board of Directors, of the Executive Committee, and any other Board committee when so designated by the Board
 - i. Being responsible for the preparation of agenda.
 - ii. Being an ex-officio member on all committees which the Board may from time to time establish.
 - iii. Provide ongoing direction to the Executive Committee of BPE to enable achievement of BPE goals.
 - b. Appointing Committee Chairs
 - c. Providing a report annually to the Board
 - d. Coordinate Annual Meeting with SME (Subject Matter Expert).
 - e. The Chair shall perform other duties as may be assigned by the Board of Directors.
 - i. Execute for BPE any contracts, deeds, mortgages, bonds or other instruments which the Board of Directors has authorized to be executed
2. **Chair Elect (1 yr. term)** Succession Intent: Year 1- Chair Elect; Year 2- Chair; Year 3- Past Chair
 - a. Successor to the Chair
 - b. Preside at meetings in the absence of the Chair until such time as the Board shall confirm the new Chair.
 - c. Oversee all committees as established by the annual Strategic Plan
 - d. Perform such duties as prescribed from time to time by the Board of Directors, the Chair and the Bylaws.

BPE Board: Directors At Large

All are responsible for drafting policy & procedures appropriate to their respective functions as stated below.

1. Information Technology (2 yr. term)

- a. Website Administrator
 - i. Website content (includes mobile friendly views)
 - ii. Gather Board requirements for web content
 - iii. Manage relationship with selected IT vendor
- b. Manage & maintain website accounts (*examples*: LinkedIn, BPE Website)
 - i. Setup accounts
 - ii. Maintain security
 - iii. Post timely content
- c. Database Administrator
 - i. Database design: In-job- transition members, past members, Alum members, & Community (*examples*: Resources, H.R. contacts, Speakers, Chambers, local business, WorkOne.)
 - ii. Gather Board requirements on data collection & reporting
 - iii. Manage relationship with selected IT vendor

2. Alumni Committee (2 yr. term)

- a. Alumni Meeting Planning
 - i. Event planning & management for quarterly meetings
 - ii. Chair the Alumni Committee & manage committee volunteers
 - iii. Speaker selection and coaching for content and message
 - iv. Gather survey responses & provide to IT Director for web posting
 - v. Coordinate Alumni social events (*examples: golf outing or Indy Indians baseball game*)

3. Social Media (2 yr. term)

- a. Ensure BPE brand is maintained
- b. Take photos and gather photos from others for posting
- c. Manage & maintain accounts (*examples: Facebook, Twitter, & Instagram*)
 - i. Setup accounts
 - ii. Maintain security
 - iii. Post timely content

4. Marketing (2 yr. term)

- a. Draft Policy & Procedures
- b. Maintain BPE Branding integrity with continuous branding review (business cards, brochures, letterhead, signs, etc.)
- c. Community and Business awareness
 - i. Meet with community and business leaders
 - ii. Schedule BPE speakers with local community (*examples: Lions club, Chamber meetings, colleges, etc.*)
 - iii. Coordinate BPE volunteers at job fairs

5. Fund Raising (2 yr. term)

- a. Grant Management
 - i. Identify potential grant opportunities
 - ii. Manage SME (Subject Matter Expert) for grant writing
- b. Design, develop and lead Donation Program

6. College Awareness (2 yr. term)

- a. Participate in college job fairs
- b. Solicit interns: Grant writing, IT, Social media, etc.

All Board volunteers need to be willing and able to devote 15-20 hours per month to continue the BPE charter of helping members advance their careers through networking. If interested in any of the above-mentioned openings, please send a resume and cover letter to Marilyn Carmony, mcarmony@att.net. Questions? Contact Rochelle A. Woods, Interim Chair, rawoods78@gmail.com. We look forward to hearing from you now.