

Mesa LTD Job Descriptions Officers & Committee Chairs

CHAIR

- Oversee planning of all Mesa LTD meetings and activities and be reasonably involved to assure overall success. This includes meeting, class and event dates, times, locations and agendas.
- Be in charge of all Mesa LTD Board, Executive Council and Alumni meetings. Make sure that meeting agendas are followed, Robert's Rules are abided by and decorum occurs.
- Ensure that Mesa LTD's Bylaws, Policies and Procedures are followed.
- Guarantee that the organization adheres to Mesa LTD's Mission and Goals.
- Appoint chairpersons for all standing or ad hoc committees.
- Recommend board vacancy appointments for approval by the Board of Directors.
- Manage the preparation of an Annual Report to be accepted by the Board and by the General Membership at each Annual Meeting
- Represent Mesa LTD as a member of the Mesa Chamber Commerce Board of Directors and attends their monthly meetings.
- Act as Mesa LTD's spokesperson and community representative.
- Solicit sponsorships for classes and events.
- Voting member of the MLTD Executive Council.
- Write monthly column for Mesa Chamber newsletter.
- Write thank-you notes to class sponsors.
- Perform other duties assigned by the Board of Directors

CHAIR-ELECT

- Assume Mesa LTD leadership in the absence of the Chair.
- Work closely with the Chair on an on-going basis to ease taking over his/her duties when needed.
- Oversee all Committee Chairs and support their committee functions as required.
- Coordinate all aspects of the MLTD May Class Graduation & Annual meeting.
- Maintain good rapport with Mesa LTD's alumni.
- Manage all aspects of the Mesa LTD alumni program planning, implementation and associated duties.
- Keep alumni correspondence list updated.
- Is the apparent person to serve as the next year's Chair.
- Voting member of the MLTD Executive Council.
- Perform other duties assigned by the Board of Directors.

PAST CHAIR

- Served as Mesa LTD Chair for the previous year.
- Perform Organizational Review in an advisory capacity.
- Voting member of the MLTD Executive Council.
- Perform other duties assigned by the Board of Directors.

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SECRETARY

- Document all meeting minutes and maintain accurate records of all actions taken by Mesa LTD's Executive Council, the Board of Directors and the General Membership.
- Send draft meeting minutes out no later than one week after the meeting occurs and request additions/changes feedback within a specified time period.
- Keep the minutes of all Mesa Leadership meetings in books proper for that purpose and in a place accessible to the general membership.
- Send out the monthly board meeting notice to all board members one week prior to the meeting requesting inputs to the meeting agenda and requesting written activity reports.
- Provide the official meeting agenda for all board meetings.
- Make sure all meeting notices are duly given in accordance with the provisions of the Bylaws and board policies.
- Be custodian of all the organization's records except those assigned to other officers and Committee Chairs and make the records accessible to the general membership.
- Send copies of all approved MLTD Board and Executive Council meeting minutes and amended MLTD documents to a Mesa Chamber representative.
- Voting member of the MLTD Executive Council.
- Perform other duties assigned by the Board of Directors.

TREASURER

- Custodian of all funds and materials of the organization pertaining to the office.
- Collect dues and tuitions, issue payments and receipts, and deposit and withdraw funds in a financial institution approved by the Board.
- Issue reimbursement to Board Members from Association funds only as authorized by the Annual Budget.
- Give a financial report at each meeting, as needed, of the Executive Council, Board of Directors, and the General Membership.
- Prepare an Annual Financial Report to be approved by the Board and accepted by the General Membership at each Alumni Meeting.
- Utilize financial tracking software (QuickBooks, etc.) to accurately record all financial transactions.
- Reimburse Board member monthly expenditures based on the Treasurer's reimbursement deadline and payment procedure.
- Reconcile each month's transactions based on its financial institution's statement.
- Give a monthly report of the successful reconciliation to a Chair appointed Board member to verify and ensure completeness and accuracy.
- Provide a monthly report to each Board member detailing updated annual spending and the available unspent amount within that member's budget.
- Perform a budget analysis beginning on the first day of the fiscal reporting period and complete the budget to be approved by the Board of Directors at the first meeting of the fiscal year.
- Highlight specific transaction or spending concerns at each board meeting for discussion and resolution.
- At the end of the fiscal year, transfer all year-end financial records to the incoming Treasurer and send copies of the transferred records to both the incoming Chair and a Mesa Chamber representative.
- Create any financial reports (year-end, etc.) as requested by the Mesa Chamber
- Voting member of the MLTD Executive Council.
- Perform other duties assigned by the Board of Directors.

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COMMUNITY LIAISON CHAIR

- Arrange for and coordinate all class tours and events.
- Use the previous year's tour schedule as a guide, initiate tour contacts and bookings.
- Coordinate with the Curriculum Chair to develop tours related to upcoming class topics.
- Work closely with the Curriculum Chair and Program Chair to assure excellent communications are given to class members requiring all tours and events scheduled, who signed up for tours, tour leader assignment and tour reporting requirement.
- Send e-mail notification of all tours/events to all class members and Board of Directors.
- Send out reminder e-mail notification to class members signed up for a particular tour and disclose who the Tour Leader is.
- Prior to tour, send a list of names attending the tour to the tour host.
- Provide an updated list of non-profit boards (from the Placement Chair) to class members to assist their decision in attending non-profit board meetings.
- Create an updated list of possible shadowing opportunities for class members to evaluate. Each class member will make the appointment with the person they choose to shadow. If members are having difficulties in this area, they will contact the Community Liaison Chair for help.
- Perform other duties assigned by the Board of Directors.

CURRICULUM CHAIR (2)

- Key link between the Mesa LTD Class and the Board of Directors.
- Put together official Mesa LTD informational notebook for each class member and distribute at first class.
- Structure monthly class topics and publish the annual class calendar prior to the first class meeting.
- Organize the monthly class agenda and arrange for appropriate speakers and meeting locations.
- Lead the monthly class meetings.
- Have on-going contact with the Program and Community Liaison Chairs to assure class requirements, tours and appropriate points are communicated accurately.
- Work closely with the Social Chair on monthly class food requirements.
- Provide monthly program evaluation surveys from the class to the Board.
- Send thank-you cards to speakers.
- Perform other duties assigned by the Board of Directors.

PLACEMENT

- Communicate volunteer openings on City of Mesa Advisory Boards/Committees and Non-Profit Boards to class members and alumni.
- Assist interested Mesa LTD members in applying for positions.
- Update and publish Non-Profit Board information and meeting schedules.
- Announce any Mesa LTD appointments to boards or committees.
- Write articles for the Mesa LTD newsletters, Mesa LTD web site and Mesa Chamber of Commerce newsletters.
- Distribute updated Alumni Directories to non-profits.
- Present class member community service opportunities at one of the class meetings.
- Perform other duties assigned by the Board of Directors.

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PROGRAM

- Collect, track and publish points earned by class members
- Work closely with the Curriculum Chair and Community Liaison Chair to assure excellent communications are given to class members on number of the points allocated per activity, points reporting method and total points required to graduate.
- Establish method and procedures on how class members report their participation in class tours, event tours, non-profit board reports and shadowing reports.
- Publish monthly spread sheet on class point accumulation.
- Alert the Board of possible problems with class members acquiring necessary points to graduate.
- Perform other duties assigned by the Board of Directors.

PUBLICATIONS

- In charge of creating and publishing Mesa LTD's Newsletter.
- Determine frequency of newsletter publication with the Board's concurrence.
- Request written Mesa LTD articles from all Board members, alumni and the class, and edit articles before incorporating into the final newsletter.
- Establish deadlines needed for newsletter articles and send out reminders to the Board.
- E-mail copies of the newsletter to current paid-up Mesa LTD alumni, the Mesa Chamber and the current class. Send the newsletter via regular mail to those people without e-mail.
- Provide articles to other publications as required (e.g., Mesa Chamber, East Valley Tribune, and Arizona Republic).
- Assist in providing layout and printing for all Mesa LTD's social, event and graduation invitations.
- Provide pertinent informational copy for Mesa LTD's web site.
- Perform other duties assigned by the Board of Directors.

RECRUITMENT

- Recruit class members for the next Mesa LTD Class.
- Prepare and gain Mesa LTD Board's ratification of the annual recruitment plan.
- Review and update the Mesa LTD application form.
- Obtain neighborhood leaders list from Mesa's Neighborhood Services.
- Manage MLTD class marketing and public relation activities.
- Attend community group meetings, with permission, to solicit interest in Mesa LTD.
- Communicate the solicitation of class members through the Mesa Chamber, various businesses and individuals.
- Write recruitment articles to appear in newspapers, newsletters and other publications.
- Have a Recruitment Open House in March.
- Schedule and organize the interviewing of potential class members.
- Announce next year's successful Mesa LTD class members
- Perform other duties assigned by the Board of Directors.

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SOCIAL

- Arrange for and provide food, beverages and snacks for all monthly class meetings. Breakfast and lunch are typically supplied. Dinner is only offered at the first meeting in August.
- Plan annual social(s) and any other Mesa LTD events as requested by Board.
- Arrange for and provide food for all social events and any other Mesa LTD meetings and events as needed.
- Frequently communicate with the Chair and Curriculum Chair(s) regarding class meeting locations, food requirements, sponsorships, etc.
- Contact caterers and restaurants and arrange for menus and food delivery.
- Shop at various stores for items not provided by caterers or restaurants.
- Set up attractive food displays for classes or meetings when not done by a contracted caterer or restaurant.
- Make sure cleanup service is provided after classes and meetings.
- Give an accurate accounting of all food/beverage expenditures to furnish class sponsors and the Treasurer for reimbursement.
- Write thank you notes to all class sponsors.
- Perform other duties assigned by the Board of Directors.