



Network Positions

Executive board:

1. President
 - a. The principal functions of this position: Sets the tone for meetings. Runs the network meeting and quarterly Executive Board meetings. Participate in presentation meetings with VP, Education Advisor and Zoom Operator positions to ensure meeting presentation is in order. Network visionary.
 - b. This position is an elected position by the group and whose term is for 1 year.
 - c. This position can only be held by a member who has been in the group a year or more.
2. Vice-President
 - a. The principal functions of this position: Manages all membership related positions - Network Admin, Membership chair, complaints manager and member cheer chair. Monitors group reporting. Participate in presentation meetings to ensure meeting presentation is in order. Vice-network visionary
 - b. This position is an elected position by the group and whose term is for 1 year.
 - c. This position can only be held by a member who has been in the group a year or more.
3. Treasurer
 - a. The principal functions of this position: Oversee financial procedures for the group, follow up and ensure payment of membership dues, reviews and processes all financial requests.
 - b. This position is an elected position by the group and whose term is for 1 year.
 - c. This position can only be held by a member who has been in the group a year or more.
4. Network Admin
 - a. The principal functions of this position: Manages group shared Google Drive, distributes membership materials upon acceptance, takes attendance at the meetings and performs follow up calls, emails, and letters to those who are absent. Set up and coordinates childcare for the meetings.
 - b. This position is an elected position by the group and whose term is for 1 year.
 - c. This position can only be held by a member who has been in the group a year or more.
5. Recruitment Chair
 - a. The principal functions of this position: Create and manage recruitment events with Guest Hostess. Follows up with guests, collects applications received, delegate members to interview and vet the prospect as needed.
 - b. This position is shared between two members
 - c. This position is an elected position by the group and whose term is for 1 year.
 - d. This position can only be held by a member who has been in the group a year or more.
6. Guest Hostess
 - a. The principal functions of this position: Manages registered guests by sending welcome emails when a guest registers and reminder texts before an event/meeting, welcome guests at event/meeting and ensure they are registered. Assist Recruitment Chair in managing recruitment events.
 - b. This position is an elected position by the group and whose term is for 1 year.
 - c. This position can only be held by a member who has been in the group a year or more.
7. Education Advisor
 - a. The principal functions of this position: Prepares and present 5–10-minute education for the meeting, maintains 'Growth Resources' file and makes recommendations to the group for growth points. Plans and manages group meeting activity relating to education. Participate in presentation meeting to ensure meeting presentation is in order.
 - b. This position is an elected position by the group and whose term is for 1 year.
 - c. This position can only be held by a member who has been in the group a year or more.



Non-Executive Board

1. Marketing Chair
 - a. The principal functions of this position: Manages social media profile posts. Curates content from members to support and promote members within the group.
 - b. This position is an elected position by the group and whose term is for 1 year.
2. Social Chair
 - a. The principal functions of this position: Plans fun social events for the group outside the meetings.
 - b. This position is an elected position by the group and whose term is for 1 year.
3. Complaints Manager
 - a. The principal functions of this position: Manages and mediates any conflicts between members.
 - b. This position is shared between two members
 - c. This position is an elected position by the group and whose term is for 1 year.
 - d. This position can only be held by a member who has been in the group a year or more.
4. Member Cheer Chair
 - a. The principal functions of this position: Meets with members at 6m, 9m and 11m of their membership to ensure they are getting the best of their membership.
 - b. This position is an elected position by the group and whose term is for 1 year.
5. Recruitment Committee
 - a. The principal functions of this position: Assist in planning and executing network recruitment events. Assist Recruitment Chair in guest follow up.
 - b. This position is an elected position by the group whose term is for 1 year.
6. Meeting Minutes
 - a. The principal functions on this position: Takes notes from network meeting and distributes to members by end of the day.
 - b. This position is an elected position by the group whose term is for 1 year.
7. Timekeeper
 - a. The principal functions of this position: Ensure the meeting stays on time.
 - b. This position is an elected position by the group and whose term is for 1 year.
8. Zoom Operator
 - a. The principal functions of this position: Manages virtual members/guests and PowerPoint presentation. Manages presentation meeting with President, Vice-President, and Education Advisor to ensure meeting presentation is in order.
 - b. This position is an elected position by the group and whose term is for 1 year.
9. Guest Greeter
 - a. The principal functions of this position: Create a memorable experience for guests visiting our network.
 - b. Every member is a guest greeter.