

CHAPTER EXECUTIVE BOARD INDIVIDUAL RESPONSIBILITIES

The responsibilities and duties of each member of the Chapter Executive Board (CEB) shall be as follows:

President

The President shall serve as the chief executive officer of the Milwaukee Chapter by developing goals and objectives for the Milwaukee Chapter that are in line with the National Association mission statement. All elected officers shall report directly to this office.

It shall be the duty of the Chapter President to:

- a. Lead the chapter in establishing the annual strategic plan and budget to achieve the vision and mission of the National Black MBA Association, Inc. and the Milwaukee Chapter.
- b. Develop and implement policies and procedures necessary to: a) fulfill the mission and goals of the Milwaukee chapter; b) maintain quality standards for all chapter functions in accordance with national guidelines and Milwaukee Chapter best practices; and c) fulfill the Board's fiduciary responsibility to the members and corporate partners of the Milwaukee Chapter.
- c. Recruit non-elected CEB members and present to CEB for approval
- d. Provide orientation and training to CEB members regarding the national organization, the functions of the Executive Board, and the duties and responsibilities of Executive Board members
- e. Preside over regular meetings of the CEB and the general membership.
- f. Serve as ex-officio member of all committees except the Nominating Committee
- g. Sign checks and other documents, contracts or other instruments authorized by the CEB or the general membership.
- h. Serve as a key contact person for all strategic partners in conjunction with the Vice President of Strategic Partner Relations.
- i. Represent the Milwaukee Chapter at the Wisconsin Fresh Coast Consortium along with the Vice President of Strategic Partner Relations.
- j. Represent the Milwaukee Chapter in the community at large and in the local and national media.
- k. Provide advice and counsel to all elected officers.
- l. Participate in all activities required of Chapter Presidents by the NBMBA National Association, including monthly Chapter Presidents conference calls, leadership retreats and national conferences.
- m. Ensure that the Milwaukee Chapter fulfills its responsibilities to the National Association, including timely submission of all chapter reports.

Vice President of Administration

The committees reporting to this office can be but are not limited to: Marketing/Public Relations and Technology. It shall be the duty of the Vice President of Administration to:

- a. Assume the office of President if the president cannot complete his or her term and appoint any temporary CEB officer replacements necessary pending CEB approval of majority vote until vacancy elections can be held as outlined in Article IV Section 7 of the Milwaukee Chapter Bylaws.
- b. Preside at meetings in the absence of the President.
- c. Ensure timely submission of all reports required by federal and state government agencies.
- d. Ensure timely submission of all reports required by the National Association.
- e. Oversee the implementation and revision of the Milwaukee Chapter Bylaws.
- f. Oversee the administration of Milwaukee Chapter rules, policies, and procedures.
- g. Act as parliamentarian (in the absence of the appointed Parliamentarian) for General Membership, CEB, and Special Call meetings. Also required to be familiar with and maintain a copy of the most current edition of Robert's Rules of Order for the Milwaukee Chapter.
- h. Sign check authorization requests in the absence of the president before the Treasurer releases funds.
- i. Ex-officio member of the Marketing/Public Relations and Technology committees.
- j. Seek opportunities where the Milwaukee Chapter and its members can benefit from or assist students and/or community agencies.
- k. Complete special projects as assigned by the President or the CEB.

Vice President of Membership Marketing

The committees reporting to this office can be but are not limited to: Marketing/Public Relations. It shall be the duty of the Vice President of Membership Marketing to:

- a. Preside at meetings in the absence of the President and Vice President of Administration.
- b. Develop and implement strategies to recruit, welcome, initiate and retain members.
- c. Provide an annual calendar and budget for Membership Marketing activities
- d. Provide a membership report at monthly CEB meetings.
- e. Serve as chair of the Membership Marketing committee and ensure performance of all duties of committee chairpersons as outlined in Article IV, Section 4.13 of the Milwaukee Chapter By-Laws.

Vice President of Strategic Partner Relations

The committees reporting to this office can be but are not limited to: Strategic Partner Relations. It shall be the duty of the Vice President of Strategic Partner Relations to:

- a. Preside at meetings in the absence of the President, Vice President of Administration and Vice President of Membership Marketing.
- b. Oversee the creation of mutually beneficial strategic partnership alliances with companies and organizations that commit to building a long-term relationship with the Milwaukee Chapter.
- c. Ensure an ongoing revenue stream through strategic partnerships with corporations.
- d. Build meaningful relationships with local educational institutions and community organizations.
- e. Work in partnership with CEB members and serve as a voice of Milwaukee Chapter corporate partners.
- f. Determine fundraising requirements for the year and desired composite of corporate partner mix.
- g. Provide an update during monthly CEB meetings detailing the activities, successes and challenges for the previous month.
- h. Serve as liaison between the Milwaukee Chapter and its corporate partners, juggling the best interests of both parties to contribute to the success of the chapter.
- i. Serve as chair of the Strategic Partner Relations committee and ensure performance of all committee chairperson responsibilities as outlined in Article IV, Section 4.13 of the Milwaukee Chapter By-Laws.
- j. Actively recruit volunteers to the committee in order to sufficiently recruit and steward corporate partners.
- k. Communicate with all committee members to ensure that activities and programs are being executed as planned and that anyone who needs help receives it.

Vice President of Programming

The committees reporting to this office can be but are not limited to: Programs, Leaders of Tomorrow, Scholarship, Community Relations, and other ad hoc programming committees. It shall be the duty of the Vice President of Programming to:

- a. Preside at meetings in absence of the President, Vice-President of Administration, Vice President of Membership Marketing and Vice President of Strategic Partner Relations.
- b. Recommend calendar of programs for the year and ensure implementation of all programs.
- c. Seek opportunities where the Milwaukee Chapter and its members can benefit from or assist companies.
- d. Ensure the effective operation of Milwaukee Chapter programming committees.
- e. Complete special projects as delegated by the President or the CEB.
- f. Sign check authorization requests in the absence of the President or other Vice Presidents before Treasurer releases funds.
- g. Serve as an ex-officio member of Programs, Leaders of Tomorrow, Community Relations, Scholarship and other ad hoc programming committees.

Vice President of Finance

The committees reporting to this office can be but are not limited to: Fundraising and Financial Reporting. It shall be the duty of the Vice President of Finance to:

- a. Preside at meetings in the absence of the President and other Vice Presidents.
- b. Maintain current and accurate records of the financial position of the Chapter by recording, classifying and summarizing all monetary transactions.
- c. Prepare detailed, written financial records and reports for all Milwaukee Chapter accounts to be presented at each CEB and general membership business meetings.
- d. Submit all financial reports required by the National Association which include but are not limited to, mid-year and year-end reporting, after reviewing the reports with the Milwaukee Chapter President and any other person designated by the president or CEB.
- e. Update 501(c)(3) status, with the assistance of the President and submitting financial reports as needed by legal or governmental agencies .
- f. Prepare the initial budget each year, with the president's assistance to present for discussion at the CEB strategy session and maintaining records to track actual spending versus budget.
- g. Safeguard Milwaukee Chapter funds through the proper receipt and disbursement of funds in accordance with these Bylaws.
- h. Serve as an ex-officio member of the Strategic Partner Relations Committee.
- i. Assist committee chairs with budget planning, preparations and funds disbursement.
- j. Comply in a timely manner with all federal and state government reporting requirements (e.g. IRS Form 990)

Vice President of External Communications

- a. Send meeting notices & RSVP confirmations and compile guest lists for Chapter events.
- b. Maintain Milwaukee Chapter email database by updating lists monthly.
- c. Obtain a current roster of members in good standing from Membership Marketing committee each month and update the email database.
- d. Add new names to e-mail database from mailing list sign-up sheets and email inquiries from interested prospects.
- e. Retrieve all e-mail messages and return phone calls received by the Milwaukee Chapter in a timely manner and notify appropriate person of requests.
- f. Check the Milwaukee Chapter mailbox weekly and distribute mail in a timely manner.
- g. Read to the CEB any correspondence received that requires CEB approval.
- h. Write or send Milwaukee Chapter correspondence upon request.
- i. Coordinate efforts with Marketing/Public Relations and Technology Committee Chairs.
- j. Serve as an ex-officio member of the Marketing/Public Relations, Strategic Partner Relations, and Membership Marketing committees.

Vice President of Internal Communications

It shall be the duty of the Vice President of External Communications to:

- a. Record the proceedings of all General Membership (as applicable), CEB, and Special Call meetings.
- b. Distribute copies of the CEB meetings minutes to its members prior to the next CEB meeting for review.
- c. Maintain an accurate record of all attendance at CEB meetings.
- d. Safeguard legal documents, reports, and minutes.
- e. Make minutes readily available for review by any member in Good Standing.
- f. Relinquish records to successor or president when office ends.
- g. Obtain and maintain an electronic storage/access vehicle for chapter documents and collateral.

APPOINTED POSITIONS AND STANDING COMMITTEES

The purpose for any committee is to perform the necessary work needed done by the Milwaukee Chapter or the CEB. All committees are formed by these Bylaws, the Chapter President, or the CEB to investigate, consider, report, or act on any matter necessary for the good and welfare of the Chapter.

Appointment: All standing committee chairs shall be appointed positions by a majority vote of the Chapter Executive Board.

Term of Office: The term of office shall end for each appointed position when the term of the person who appointed them is over.

Termination: Any appointed chair can be removed from office by majority vote of the Chapter Executive Board as outlined in Article IV Section 6 of the Milwaukee Chapter Bylaws.

Committee Chairperson Responsibilities:

The responsibilities of a Standing Committee chairperson are as follows:

- Soliciting at least two members in good standing to serve on the committee.
- Preparing a committee budget and activities report for the Executive Board Strategic Planning Session each year.
- Scheduling at least three committee meetings per year and notifying the elected officer to whom the committee reports of the meeting date in advance.
- Updating the direct line elected officer with written committee meeting minutes to document progress and submitting proposed correspondence draft to direct line officer and President for approval before it is sent.
- Preparing written committee reports for the Chapter Executive Board meetings.
- Notifying the Treasurer at least 48 hours in advance of any expenditure for committee events (e.g. room rental, caterer, etc.) for which checks will need to be issued. This would include

providing the Treasurer a complete copy of any contract before it is signed at least 72 hours in advance of contract signing.

- Submitting all requests for committee reimbursements with the appropriate form, signatures, and original receipts.
- Submit all material containing the NMBBAA name, initials or trademarks to be distributed to the general public to the CEB for approval prior to use.
- Supplying articles to the Chapter newsletter on committee activities.
- Preparing year-end list of accomplishments report.

The Standing Committees of the Milwaukee Chapter are as follows:

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Membership Marketing

Committee duties include, but are not limited to, the following:

- Developing and implementing strategies to recruit and retain new, renewing, and transfer members to the Milwaukee Chapter.
- Maintaining the most current membership roster and member addresses.
- Preparing and distributing membership information packages.
- Submitting applications for membership to the National Office.
- Coordinating membership registration and monthly or program meetings.
- Tracking attendance at meetings and special events.
- Developing programs for recruitment drives and coordinating with other standing committees as applicable.
- Developing a proposed budget to support the committee initiatives and presenting the budget to the presiding Chapter Executive Board Officer supporting the committee. CEB Officer and Committee Chairperson will bring forward the budget to the CEB for consideration and approval.

Strategic Partner Relations

This committee includes partner relationship executives who identify and solicit corporate partners and partner relationship managers who steward our corporate partners and ensure mutual satisfaction with the partnership.

Committee duties include, but are not limited to, the following:

- Developing a plan for identifying and maintaining corporate partners for the Chapter.
- Developing a proposed budget to support the committee initiatives and present the budget to the presiding Chapter Executive Board Officer supporting the committee. CEB Officer and Committee Chairperson will bring forward the budget to the CEB for consideration and approval.
- Recruiting corporate partners to support the chapter and the National Association.

- Maintaining an updated database of key contact people for current and potential corporate partners.
- Maintaining professional and positive relationships with members of the corporate community to ensure there is corporate awareness of the Chapter's activities.
- Sponsoring a Corporate Partner reception if approved by the CEB
- Developing an annual corporate partner report to summarize deliverables from the chapter that were supported by a corporate partner's sponsorship.
- Coordinating activities with other standing committees as applicable.

Programs

Committee duties include, but are not limited to, the following:

- Assessing the professional development needs of the membership.
- Planning, developing and implementing programs to address the professional development needs of members during chapter meetings, board training and for other committees where deemed appropriate.
- Arranging the date, time, and location for the meetings.
- Developing a pipeline of meeting topics/presenters for the year.
- Collecting guest fees at the meetings.
- Sending out appreciation letters to all speakers and contributors after meeting in coordination with the President.
- Seeking underwriting for the meetings in conjunction with the Strategic Partner Relations committee.

Leaders of Tomorrow (LOT)

Committee duties include, but are not limited to, the following:

- Recruiting and retaining students, mentors and corporate partners for the LOT program.
- Distributing LOT information packages.
- Tracking attendance at monthly LOT meetings and special events.
- Maintaining the most current LOT student and mentoring participant roster.
- Developing "fun" activities for the LOT membership.
- Developing inter-organizational relations with other student mentoring programs.
- Developing a proposed budget to support the committee initiatives and present the budget to the presiding Chapter Executive Board Officer supporting the committee. CEB Officer and Committee Chairperson will bring forward the budget to the CEB for consideration and approval.
- Coordinating a variety of activities, workshops, and events for LOT students that emphasize growth in the following areas:
 1. Leadership
 2. Academics
 3. Professional Development
 4. Community Service

5. Securing internships & scholarships
6. Goal setting and attainment

Technology

Committee duties include, but are not limited to, the following:

- Leading the development and deployment of the chapter website
- Performing regular site maintenance on website
- Setting standards for chapter website and insuring consistency with National Association guidelines.
- Maintaining and developing small web applications within the website, when applicable.
- Identifying vendor and negotiating fees for maintaining the website.
- Educating/advising CEB and committee chairs on how to best optimize their content for online deployment.
- Coordinating efforts with the Marketing and Public Relations Chair and the Vice President of External Communications.

Marketing and Public Relations

Committee duties include, but are not limited to, the following:

- Developing marketing and public relation strategies to support and market chapter events and initiatives.
- Developing a proposed budget to support the committee initiatives and presenting the budget to the presiding Chapter Executive Board Officer supporting the committee. CEB Officer and Committee Chairperson will bring forward the budget to the CEB for consideration and approval.
- Contacting newspapers, magazines, and other relevant periodicals to advertise monthly meetings and other Chapter activities.
- Writing and submitting press releases for major Chapter events.
- Creating and updating marketing brochures/posters to be used for recruiting members and Corporate Partners.
- Establishing relationships with key media personnel to obtain media coverage at selected Chapter events.
- Seeking opportunities to gain positive visibility for the Chapter.
- Coordinating efforts with the Vice President of External Communications and the Technology Committee Chair.
- Coordinating activities with other standing committees as applicable.
- This includes but is not limited to Technology Committee and Marketing & Public Relations Committee.
- Coordinating the preparation and distribution of the Milwaukee Chapter newsletter.
- Working with membership marketing committee to develop programs that promote chapter events and support membership growth and retention.
- Maintaining database of media contacts.

- Designing, negotiating, and buying advertising in local media within chapter budget

Scholarship

At the discretion of the CEB, a Scholarship Committee may be activated whose duties will include, but are not limited to, the following:

- Updating and distributing scholarship applications.
- Coordinating the scholarship selection process and awards reception.
- Developing a proposed budget to support the committee initiatives and presenting the budget to the presiding Chapter Executive Board Officer supporting the committee. CEB Officer and Committee Chairperson will bring forward the budget to the CEB for consideration and approval.

Community Relations

At the discretion of the CEB, a Community Relations Committee may be activated whose duties will include but are not limited to, the following:

- Assessing opportunities for involvement of the Milwaukee Chapter and individual members that increase visibility and strengthen ties to the community.
- Participating in at least one significant community-related activity each year, (e.g., Holiday Party for underprivileged children, Habitat for Humanity; and sponsoring at least one role-model, mentoring project per year, (e.g., "Leaders of Tomorrow," Junior Achievement, Adopt-a-School, etc.).
- Developing a proposed budget to support the committee initiatives and presenting the budget to the presiding Chapter Executive Board Officer supporting the committee. CEB Officer and Committee Chairperson will bring forward the budget to the CEB for consideration and approval.