

Board Positions Opening up May 2025

Vice President

Secretary

Director of Development



For more information, contact: pastpres@kiawahartsetc.org

Open Position: Vice President, Programs

Job Description of the Vice President

- Applicable By-laws (Article V)

The Vice President will be the President-elect. The Vice President will act as aide to the President and will perform the duties of the President in the absence or inability of that officer to act. The Vice President will be responsible for engaging and introducing the monthly speakers and coordinating the annual Founder's Party. The Vice President may appoint a program committee to help with program development. The Vice President will serve as an ex-officio Member of the Nominating Committee.

Responsibilities of the Vice President of Programs

● Specific Responsibilities

- **Develop Strategy and Plan for Member Social and Educational Gatherings:** The Vice President will set up a calendar for social gatherings and luncheons for the Arts, etc. organization's year. This includes contacting desired speakers, coordinating with luncheon venues, such as The River Course, to obtain confirmed dates, and tending to all the details to create lively, informative, and welcoming events.
- **Attract Engaging and Informative Speakers:** Subjects include artists across the entire spectrum of visual, literary, and performing arts, as well as other stimulating and thought-provoking speakers and topics.
- **Plan the Budget:** Propose a budget for these activities, including Founder's Meeting ("Welcome Back" annual season kick-off gathering), and smaller gatherings as needed.
- **Manage other projects as directed by the President:** Prepare for assuming the role of President after two - year term as Vice President is completed. Step in for President if she is not available or able to carry out responsibilities.
- **Other:**
 - Ex-officio member of the Nominating Committee.
 - May appoint a committee to assist her in her duties.
 - Following two - year term as Vice President, assumes role of President, in accordance with the Succession Plan and By-laws.

Open Position: Secretary

Job Description of the Secretary

- Applicable By-laws (Article V)

The Secretary will record the minutes of meetings of the Corporation and of the Board of Directors and distribute them to the Board of Directors in a timely manner. The Secretary will maintain (i) the records of the Minutes of the meetings of the Corporation and The Board of Directors, and (ii) the Corporation's calendar.

Responsibilities of the Secretary

- **Specific Responsibilities**

- **Develop Annual Organization Plan:** Secretary will plan the organization's calendar, coordinating with all Board members to gather dates for meetings and events. She will publish the calendar for Board review and further input. She will work with various venues, such as the Sandcastle and other KICA facilities to confirm places and requirements (such as information technology) for meeting rooms at minimum cost.
- **Record minutes of Board Meetings:** Minutes will include key points and actions that resulted from the meeting. Minutes will be disseminated to the Board and presented at the next Board Meeting. The Board will vote on acceptance or provide edits as needed.
- **Plan the Budget:** Project expenditures for any facility costs related to the monthly Board Meetings, and coordinate with Treasurer to include them in the annual budget.
- **Communications:** Ensure minutes of Board Meetings are completed and distributed to all Board Members in a timely fashion, allowing time for the Board to review and provide inputs for corrections or changes. Record attendance for Board Meetings.

Open Position: Director of Development

Job Description of the Director of Development

- **Applicable By-laws (Article V)**
- The Director of Development will oversee and manage the organization's fundraising strategy including setting short and long term goals and creating a Development Plan. She will be responsible for selecting chairs for committees as needed to carry out the plan, subject to the approval of the Board of Directors.

Responsibilities of the Director of Development

Develop Plans and Strategies:

- Create and implement organization's Development Plan and Fundraising Strategy, setting short and long term financial goals

Fundraising:

- Oversee all fundraising committees to ensure that the Corporation's mission is being met and that sponsors are getting what they were promised

Adherence to Fiduciary Requirements:

- Work closely with the Treasurer to ensure that fiduciary responsibility of 501(c)(3) is being met especially with regards to publicizing vs. advertising of business sponsors.
- Ensure that all donations are acknowledged and thanked in a timely manner including the submission of letters to donors for tax purposes

Director of Development Responsibilities (cont.)

Relationship Building:

- Cultivate relationships with Business Community, specifically the Presenting Sponsor for primary fundraiser and ensure that it is mutually beneficial
- Oversee and coordinate all campaigns that create and maintain connections (donors, sponsors, foundations, local organizations)

Develop Budget

- Develop budget goals for fundraisers in conjunction with Treasurer and President

Communications:

- Select Chairs for committees to oversee primary fundraiser, donor appeal plan and other fundraisers, including but not limited to: Member Mingle, Sip and Shop, 48 Wine Bar & Kitchen events, etc.
- Work closely with Director of Communications to ensure fundraising messaging is well planned and timed efficiently

How to Get Information About Openings

- A link to the information will be provided in the President's Letter and in other membership communications.