

# Women's Leadership Network

## Job Description-Updated July 14, 2008

### Position: Member At Large

The Member at large position was added to a board position in 05/06. The intention of this position is to invite someone from the membership in good standing to learn each of the board position responsibilities. If, for any reason, a board position opens during the year, she could be asked to fill the vacant position through the remaining term.

Term: One (1) year

Tenure: Can serve up to three (3) consecutive terms

### Duties:

- 1) The Member At Large attends monthly Board meetings. A minimum of nine (9) are required per year. If she cannot attend the Board meeting, she should pass on any pertinent information to another board member to bring to the meeting. It is requested to attend as many monthly meetings as possible.
- 2) The Member At Large is to promote WLN, as well as encourage the membership to get involved.
- 3) The objective of the Member At Large is to welcome and act as hostess to all new members attending first WLN luncheon/meeting and provide each with a welcome packet.
- 4) Responsible for organizing content of welcome packets each year. The welcome bags should include: Current newsletter/website information, welcome letter from the president or membership director, networking sheet, upcoming program listing, current board member list, business card folder/imprinted with WLN logo, chocolates, and the Member at Large contact information.
- 5) Responsible for composing and sending a welcome e-mail to all new members, giving them her contact information, next meeting date, how to RSVP to next meeting, overview of the WLN organization, and an invite to seek her out at the next luncheon to receive their welcome packet.
- 6) At the end of her term of office, the member at large will turn over all documents, files etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.