

Dubuque Women's Leadership Network

Position	Director – Member at Large
Term	One (1) Year
Tenure	Can serve up to three (3) consecutive terms
Updated	November 2022

1. This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
2. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
3. The Member at Large position was added to a board position in May 2006. 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.
4. The Member at Large is responsible for welcoming and acting as hostess to all new members attending their first WLN luncheon.
5. The Member at Large is responsible for composing and sending a welcome e-mail to all new members, providing them her contact information, next meeting date, how to RSVP to the next meeting, and an overview of the WLN organization.
6. The Member at Large is responsible for ordering name tags for the incoming Board members.
7. At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).
8. The Member at Large is responsible for arranging the storage of WLN's inventory and maintaining the sign-out sheet.

2023	Lisa Anderson
2022 -2021	Kaley Rigdon
2020	Margaret O'Reilly
2019-2018	Erin Sieverding
2017-2014	Stacey Hines
*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year	
2014-2013	Jen Mond
2013-2012	Kelly Cooper
2012-2011	Zoe Houlihan
2011-2010	Barb Myers
2010-2009	Sandi Swift
2009-2008	Jennifer Steines
2008-2006	Viva Betzner