

- **Chair – Must be a returning member**
 - Presides over and facilitates all board meetings; responsible for keeping the meeting on schedule and according to the agenda.
 - Serve as point of contact between BHCyp, the BHC Board of Directors' BHCyp Committee Chair, and staff.
 - Works with BHC Board of Directors YP Committee Chair to help ensure alignment with BHC and Board of Directors
 - Work with BHC Board of Directors YP Committee Chair to support and advise Executive Committee and members to ensure goals are met.
 - Engages with board members and creates opportunities to build community and connection between board members.
 - Evaluates board members' performance with the executive committee and executes removal of members when necessary.
 - May initiate more specific board objectives and projects at their discretion provided a majority of the board votes to affirm the objective/project.
 - May temporarily waive the requirements and procedures outlined by the bylaws at anytime with a 2/3 majority vote of the board membership.
 - Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.

- **Vice Chair**
 - Serves in a support role to the Chair and automatically assumes the role of Chair following the conclusion of the most-recent Chair's term.
 - In the case of the absence or disability of the Chair, the duties of the Chair shall be performed by the Vice Chair.
 - Administers mid-year check-ins, reviews results, and creates action plan with Member Enrichment Chair.
 - Reaches out to members who are disengaged.
 - Advises and assists the Member Enrichment Chair with special projects including, but not limited to socials, volunteerism, and member surveys.
 - Engages with board members and creates opportunities to build community and connection between board members.
 - Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.

- **Secretary**
 - Reports to Chair and BHC Staff.

- Collects agenda items from chairs and creates agenda no later than the Friday prior to a meeting.
 - Utilizes Board Effect to distribute board documents and send meeting reminders.
 - Ensures that all records and minutes from all meetings and proceedings are properly kept and maintained including meeting attendance. Minutes shall be shared with the board within one week following the most recent meeting.
 - Plans professional development opportunities for the board by identifying guest speakers, guest visits, etc. Collect all materials needed and gather feedback from members post-meeting.
 - Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- **Events**
 - Reports to Chair.
 - Heads the planning of BHCyp's signature event, the Gingerbread House Challenge
 - Heads the planning of quarterly (goal) fundraisers/benefit nights in the community
 - In partnership with BHC staff develops event plan: Goals, target audience, contacts (venues, speakers, sponsors, volunteers, emergency list), estimated attendance, fundraising goal, anticipated expenses (monetary and BHC staff time), marketing needs, day-of timeline, etc.), and communications plan for follow-up (including a survey).
 - Leads board members with planning, delegating responsibility, and serves as point of contact during the event, managing volunteers (which includes board members and BHC staff)
 - Sends or delegates acknowledgement letters/calls/emails after each event.
 - Presents brief report with updates and needs at monthly board meetings.
 - Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- **Community Outreach**
 - Reports to Chair.
 - Heads the planning of BHCyp mini tour.
 - Leads advocacy efforts.
 - Any additional or one-off educational events or efforts will fall under the purview of Community Outreach (e.g. tabling at local events, educational movie screening, etc.).

- Review and develop timeline and plan of execution: Goals, target audience, contacts (venues, speakers, sponsors, volunteers, emergency list), estimated attendance, fundraising goal, anticipated expenses (monetary and BHC staff time), marketing plan (before, during and after) with deadlines, day-of timeline, etc.), and communications plan for follow-up (including a survey).
 - Delegates tasks to board members and works with BHC staff.
 - Sends or delegates acknowledgement letters/calls/emails after each event.
 - Presents brief report with updates and needs at monthly board meetings.
 - Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- **Member Enrichment**
 - Reports to Vice Chair
 - Arranges networking and social events for board members and friend-raising opportunities. These events should build camaraderie among members, raise the profile of BHCyp, and/or benefit BHC residents or partners.
 - Coordinates volunteer events working with BHC staff to identify volunteer needs and plan events to include Little Free Libraries.
 - Works with Vice Chair to administer and review mid-year check-ins and member renewal/exit surveys.
 - Works with BHC Board of Directors YP Committee Chair to arrange Affinity Group Discussions
 - Delegates tasks to board members and works with BHC staff.
 - Presents brief report with updates and needs at monthly board meetings.
 - Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.