

AQAA Board Member Roles and Descriptions of Duties

Last Updated November 3, 2014

Job Title:	President		
Job Description			
<p>Job Purpose: Accomplishes organization objectives by planning and evaluating group activities.</p> <p>Duties:</p> <ul style="list-style-type: none"> ○ Leads the organization to make sure that the Vision and Mission Statement for the organization are met. ○ Acts as facilitator for the monthly meetings. (along with Public Relations) ○ Plans agenda and conducts monthly board meetings and others as needed. <ul style="list-style-type: none"> ○ Clear objectives for every member of the board ○ Board agenda distributed within 8 days of previous meeting ○ Updates to board agenda sent out 3 days prior to board meeting ○ Identifies ways that the organization can grow. ○ Acts as liaison with QAI and any other organizations the group determines there is benefit in partnering with. ○ Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to membership. <p style="color: red; font-size: small;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
Reviewed By:	AQAA Board	Date:	1/7/2014
Approved By:		Date:	
Last Updated By:	Charlene Woolley	Date/Time:	6/10/2014

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Job Title:	Vice President		
Job Description			
<p>Job Purpose: Provide for meeting content based on member's interests and backup the President.</p> <p>Duties:</p> <ul style="list-style-type: none"> ○ Recruit and schedule speakers for meetings at least 2 months in advance ○ Compile results from each month's meeting surveys and publish to the board ○ Fill in for the President if the president is not able to attend meetings ○ Support PR and Webmaster for all meeting information updates on AQAA.org and social media channels ○ Obtain meeting presentation and send it to the PR / Webmaster monthly ○ Obtain speaker bio and information ○ Manage all speakers for the year. ○ Provide any support that the speaker needs, including: providing handouts, presentation recordings, raffle drawings for giveaways, etc. <p style="color: red; text-align: center;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Job Title:	Secretary		
Job Description			
<p>Job Purpose: Provide minutes from the board meetings and follow-up with owners for action items.</p> <p>Duties:</p> <ul style="list-style-type: none"> ○ Provide a copy of the board meeting minutes to all board members and guests within 3 business days of the meeting – communicate via email to the entire board after each meeting ○ Make sure that action items are clearly noted in the minutes and all owners are aware of the item and their due date ○ Follow up with fellow board members to ensure action items are completed from the meeting minutes. (acting as a Project Manager for AQAA Board) ○ Review action items at board meetings and post updates to minutes ○ Follow up on any outstanding action items- update the minutes and provide an updated copy prior to each board meeting. <p style="color: red; text-align: center;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Job Title:	Treasurer		
Job Description			
<p>Job Purpose: Provide all financial support needed for the organization.</p> <p>Duties:</p> <ul style="list-style-type: none"> ○ Make and track all payments received to the organization and report monthly to the board ○ Pay all approved outstanding bills for the organization. (Meeting expense, supplies, etc.) ○ Provides status and financial direction/recommendations at the board meetings ○ Submit appropriate forms to the IRS to keep our non-profit status. ○ Provides Financial Status Report and distributes to the board via email at least monthly ○ As needed, provides summary financial cash flow projections and reports for special events ○ As needed, orders and pays for food to be provided (delivered) at monthly meetings (only when the meeting is not sponsored) ○ Provides email receipt for memberships or renewals received via PayPal and notifies Membership Board Chair ○ Picks up mail at the P.O. Box. Manages PO Box Account with the USPS ○ Makes speaker nametags to wear at meetings ○ Provides monthly meeting gift card or giveaway. ○ Forecasting – Generate / Create / Update year end forecasting report on a monthly basis. <p style="color: red; text-align: center;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Last Updated November 3, 2014

Job Title:	Membership		
Job Description			
<p>Job Purpose: Maintain the contact database for visitors and members. Serves as a backup to the Meeting Coordinator</p> <p>Duties:</p> <ul style="list-style-type: none"> ○ Welcome and sign-in of all attendees to monthly meetings - Manage the Registration Desk ○ Update the membership database and report at least monthly to the board on membership status ○ Send out the meeting notice to members and visitors at least 2 weeks prior to the meeting ○ Send out meeting notice updates to members and visitors at least a few days prior to the meeting ○ Send out membership reports to all board members monthly. ○ Help promote new membership and renewals ○ Manage all Raffle tickets ○ Manages all Membership supplies ○ Manage Membership initiatives and drives membership to the AQAA organization <p style="color: red;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Job Title:	Meeting Coordinator/ Hospitality		
Job Description			
<p>Job Purpose:</p> <p>Secure proper resources for all AQAA meetings and ensure refreshments are provided. Backup to the Membership role, and support the President and Sales.</p> <p>Duties:</p> <ul style="list-style-type: none"> ○ Coordinate with facility sponsor to ensure a meeting space is reserved for the year ○ Coordinate with facility sponsor to ensure enough space/seating is reserved for each meeting, along with any Audio/Video equipment, microphones, projectors, etc. needs for speakers ○ Ensure the meeting room is properly setup, by performing equipment/sound checks, etc. for each meeting ○ Work with the Sales Director to recruit meeting sponsors for refreshments at future events ○ For non-sponsored meetings, place order for refreshments and arrange pickup/delivery to the meeting ○ For sponsored meetings, ensure all sponsors have the information needed and that all orders for refreshments are setup. ○ For sponsored meetings, ensure that each sponsor has a designated space for their marketing / networking needs. ○ Work with Public Relations (serve as a back up) <p style="color: red; text-align: center; margin-top: 20px;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Job Title:	Public Relations/Communications I		
Job Description			
<p>Job Purpose:</p> <p>Uses various methods to advertise and communicate the value of AQAA. Serves as a backup to the Webmaster / Communications role.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Leverage Social Media appropriately- Post AQAA Twitter updates and LinkedIn group discussions regularly. • Promotes all meeting information through all non- social media channels – distributes AQAA business cards and promotes membership initiatives. • Procures donations from staffing companies or any other donor for “Goodie Bag” promotional items • Puts together and provides “goodie bags” for new AQAA members or renewals (supports membership) • Executes all “Welcome and Announcements” for each AQAA meeting, including Sponsor recognition and Recruiter Introduction • Works with Recruiters to share job postings at each AQAA meeting • Support Meeting Coordinator by assisting to establish AQAA meeting sponsors • Take pictures at all events and ensure that they are published online through social media channels • Job posting coordination – Ensure all AQAA Job Posting submissions are posted within the designated time frame on the AQAA website • Recommend ways that we can improve the website and communication methods about our organization <p style="color: red;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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AQAA Board Member Roles and Descriptions of Duties

Last Updated November 3, 2014

Job Title:	Public Relations/Communications II		
Job Description			
<p>Job Purpose: Uses various methods to advertise and communicate the value of AQAA.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Works with VP and other Board members to gather monthly meeting information for each event • Work jointly with Webmaster to create and publish Monthly meeting notices, links, announcements, and news items • Creates Meeting notices and Invitations on Lanyrd.com • Reviews AQAA.org website to ensure information is updated and accurate on a regular basis • Leverage Social Media appropriately - Post AQAA Twitter updates and LinkedIn Group Discussions regularly. • Promotes all AQAA meeting information through all social media channels • Promotes Membership Initiatives through all social media channels • Promotes QA Conference related updates through all social media channels • Promotes AQAA Sponsors by mentioning them within all social media channels • Board members will take pictures – and send them to you to publish them online (Shutterfly.com) promote them on social media channels • Recommend ways that we can improve the website and communication methods about our organization <p>*Access to existing AQAA Social Media Channels will be provided to this role, while also used by other board members simultaneously.</p> <p>** <i>This position is remote and not required to attend AQAA Board Meetings, but will directly report up to Public Relations/Communications I</i></p>			
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Job Title:	Webmaster/Communications		
Job Description			
<p>Job Purpose:</p> <p>Manage website vendor (Toby) and serve as liaison between the board and vendor. Serves as a backup to Public Relations positions.</p> <p>NOTE: The web vendor (Toby) remains the heavy lifter; therefore this role does not need to be too technical.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Performing lighter content updates directly to website, such as blog updates or links to interesting articles (typically should not require web vendor's time) • Publish member-only content such as past presentations and videos • Work jointly with PR on promotions and integrating social media online • Work jointly with PR to post relevant content on message board for the LinkedIn group • Gather requirements from the board and members for ongoing enhancements to the site • Manage web site vendor, evaluate performance and review/renew annual contracts <p style="color: red; text-align: center;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Job Title:	Education		
Job Description			
<p>Job Purpose: Coordinates, schedule training and leads study groups for AQAA Members</p> <p>Duties:</p> <ul style="list-style-type: none"> • Based on membership requests, coordinate study group for QAI certifications. • Based on membership requests, schedule a class that will be offered at a reduced rate for AQAA members. • Keep AQAA website updated with Education information as needed • QAI already offers us discounts – procure training materials from QAI • Work with other organizations to secure training discounts for our membership • Answer questions from members/visitors on items related to education. • Facilitate the QA Certification Study groups – provide any necessary Website information as well as study group information • Proctor any QAI Certification exams (with other AQAA board members) as needed <p style="color: red;">All board members are required to complete all assigned duties. All board members are required to attend monthly board meetings, if not, they must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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Job Title:	Director of Sales		
Job Description			
<p>Job Purpose: Driving overall membership growth, both for corporate and individuals</p> <p>Duties:</p> <ul style="list-style-type: none"> • Creating and executing marketing campaigns to recruit new corporate sponsors • Sell Corporate Sponsorships to support AQAA organization • Creates and maintains all of the content needed to promote AQAA sponsor benefits (online, power points for in-person presentations, brochures, business cards, etc.) • Presents to corporations or groups of individuals on benefits of AQAA and follows up to pursue corporate sponsors for AQAA. • Works with the Treasurer to ensure revenue needed for the year (to cover expenses) and the sales pipeline are always aligned • Ensure Sponsorship content is updated on AQAA website • Attend QA and IT related conferences on behalf of AQAA and promote the AQAA organization • Execute Direct Sales at conferences – representing AQAA within an Expo Booth if needed <p style="color: red;">Offsite board position – DOS is not required to attend the AQAA Board meetings.</p> <ul style="list-style-type: none"> • All AQAA Board Members are required to send the Director of Sales at least one lead per quarter (every 3 months) The Director of Sales will provide a process for obtaining a sales lead. • The DOS will provide a monthly status report to the AQAA Board that includes the status of Corporate Sponsorship sales, including status of potential leads, and sales pipeline information. 			
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Last Updated November 3, 2014

Job Title:	Communications		
Job Description			
<p>Job Purpose:</p> <p>Communicate AQAA meeting information and networking group updates to current and potential AQAA members. Share information about AQAA through other networking channels.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Send out monthly meeting notices to help network and promote monthly AQAA meetings • Create and Communicate Monthly newsletter (including content gathering) • Work with Public Relations to follow meeting notice information to promote (Social Media, email, etc) • Assist AQAA board with promoting AQAA group as a whole • Assist AQAA board with promoting and establishing new membership <p style="color: red;">All board members not in attendance must provide a (back up) board member to complete their duties – if a board member misses 2 board meetings they are removed from the board.</p>			
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