



Roles and Responsibilities

Officers:

President: The president shall preside at all meetings of the membership, appoint chairpersons as needed, and serve as an ex-officio member of all committees with the exception of the nominating committee.

Vice President: The vice president shall preside in absence of the president and assume other duties as requested.

Secretary: The secretary shall maintain a membership list; keep meeting minutes, and send timely notification of meetings to members.

Treasurer: The treasurer shall keep records of monies under the jurisdiction of the Triad Executive Board and membership and make reports monthly or as requested.

Committee Chairs

A. Finance Committee: The Finance Committee provides general oversight of all financial transactions of the Triad including policy development and fiscal control. Under the direction of the Treasurer, the committee reviews and approves budget recommendations, reviews bank statements and financial reports, evaluates contracts and makes recommendations to the board. The finance committee will as well be responsible for procuring all necessary insurance including, directors' and officers' insurance, general liability and specific event liability coverage.

B. Membership Committee: The Membership Committee is responsible for Naperville and Lisle Townships Triad membership services including defining member eligibility, new member recruitment, welcoming new members, new member orientation, member retention, the dissemination of member benefit information as well as tracking member participation and meeting attendance.

C. Program and Events Committee: The Program and Events Committee researches new programs and events including topics, speakers and sites, and introduces potential new programs at monthly membership meetings. The Program Committee may recommend to the board and membership the formation of all new program task forces. The committee is responsible for conducting and reviewing all program evaluations and to maintain appropriate records.

D. Communications and Outreach Committee: The Communications and Outreach Committee is responsible for the development and execution of a marketing plan to include public relations initiatives, identifying opportunities to promote the Triad organization (e.g., publicize calendar of programs & events, community outreach initiatives, a strong Web and social media presence, etc.) with the overall goal of expanding community awareness of the Triad mission and vision.

E. Fundraising Committee: The Fundraising Committee is authorized to raise the necessary funds to meet the organization's annual budgetary requirements through grant applications, sponsorships, corporate or individual donations, gifts etc.

F. Nominating Committee: The Nominating Committee is responsible for leadership recruitment, including naming a diverse slate of candidates to stand for election as officers and/or directors from the current membership under the designated terms provided by these bylaws, and a selection of alternates who can be appointed by the board of directors in the case of the inability of any nominee to serve.

Formation: The board of directors will appoint a nominating committee consisting of not less than three (3) members or more than five (5) members, including the chairperson. The current Membership Committee chairperson will chair the nominating committee. No member of the committee will be eligible for election to the board of directors for which members are currently being slated.

The nominating committee will be appointed no later than March 1 of each year, and the names of the committee members will be communicated to the membership. The committee will function in such a way as to open the nominating process to all members by informing the membership that the committee, delineating the basic criteria for nomination, is taking nominations for the board of directors. The committee will inform the membership of the candidates nominated not less than ten (10) days prior to the May meeting when the election is held.

Additional nominations may be submitted in writing to the secretary and must be received no later than five (5) days before the annual election in order to make the formal ballot. Floor nominations may be made at the May membership meeting by any member in good standing who is physically present at the meeting.