

Brandeis

BRANDEIS NATIONAL
COMMITTEE
Phoenix Chapter

Brandeis University

Brandeis National Committee

Phoenix Chapter

Board Handbook

Revised July 7, 2023

Founded in 1948, the Brandeis National Committee is an organization committed to providing philanthropic support to Brandeis University, a distinguished liberal arts and research university founded by the American Jewish community. Its membership is connected to the University through fundraising and through activities that reflect the values on which the University was founded: academic excellence, social justice, non-sectarianism, and service to the community.

CONTENTS (Ctrl/Click to Jump to a Section)

INTRODUCTION.....	3
PHOENIX CHAPTER POLICIES	4
GENERAL BOARD MEETINGS	4
DUTIES OF ALL BOARD MEMBERS.....	4
EXECUTIVE COMMITTEE.....	4
STANDING COMMITTEES.....	5
INVENTORY CONTROL: CHAPTER SUPPLIES.....	5
FINANCIAL.....	5
GENERAL	7
EBLASTS	8
ZOOM PROTOCOLS FOR OUR CHAPTER	9
JOB DESCRIPTIONS	10
BOARD RESPONSIBILITIES	10
BOOK & AUTHOR.....	11
BULLETIN EDITOR.....	12
BYLAWS AND HANDBOOK.....	13
CAMPAIGN	14
CHAPTER CALENDAR	15
CHIEF INFORMATION OFFICER (CIO)	16
COMMUNITY OUTREACH	17
CORRESPONDING SECRETARIES.....	18
EXECUTIVE ASSISTANT	19
EXECUTIVE VICE PRESIDENT(S)	20
IMMEDIATE PAST PRESIDENT(S).....	22
MEMBERS AT LARGE	23
MEMBERSHIP DATA MANAGER.....	24
MEMBERSHIP REGISTRATION SUPPORT (FORMERLY FINANCIAL SECRETARY)	26
MEMBERSHIP VICE PRESIDENT(S).....	27
NOMINATING COMMITTEE	28
PARLIAMENTARIAN	29
PRESIDENT(S)	30
RECORDING SECRETARY.....	32
STRATEGY AND LEADERSHIP PLANNING VICE PRESIDENT	33
STUDY GROUP VICE PRESIDENT(S).....	34
SUMMER CAMP ACTIVITY LEADERS.....	35
SUMMER CAMP CHAIRS.....	36
TREASURER(S)	37
VOLUNTEER OUTREACH.....	38
CHAPTER AWARDS	39
CAROL KERN LEADERSHIP AWARD	39
COMMITTEES	39
WHY WORK WITH COMMITTEES	39
WHERE TO FIND COMMITTEE MEMBERS	39
HOW TO CONDUCT SUCCESSFUL COMMITTEE MEETINGS	40
STEPS TO SUCCESSFUL DELEGATION	40
APPENDIX.....	42
PROGRAM AND FUNDRAISING GUIDELINES*	42
EVENT BUDGET AND NON-TAXABLE CONSIDERATIONS*	42
PROGRAM PLAY-BY-PLAY*.....	42
BNC BOARD COMMITMENT LETTERS.....	42
BNC PHOENIX ORGANIZATION CHART	46

INTRODUCTION

The BNC Phoenix (BNC Phx) Handbook comprises the Chapter guidelines and policies, Organization description, and job descriptions and sample chapter forms in accordance with BNC National's policies and rules regarding a Chapter.

This handbook has been written with these goals in mind:

- To form connections among Board¹ members
- To impart knowledge of Chapter practices and procedures
- To promote committee structure for portfolios
- To encourage mentoring and training of new leaders
- To assure continuity in Board pursuits
- To clarify job responsibilities for officers and Board members
- To help officers, chairs, and Board members understand the structure and chain of responsibility of the Chapter
- To assist Nominating Committee in understanding their job responsibilities

HANDBOOK COMMITTEE 2021

Marcia Langer and Kathleen Witkin Co-Chairs

Leith Baletin

Michelle Fischler

Jan Lebovitz

Sara Leopold

Sharon Nova

Susan Sacks

Linda Ullman

Ellen Widoff

¹ All references to the Board refer to the General Board
BNC Phx Handbook rev7.7.23

PHOENIX CHAPTER POLICIES

These policies describe the standards and practices to be followed by Chapter members. They have evolved from experience as well as Regional and National policies. They are meant to provide consistency and continuity. Policies are flexible and subject to review/revision provided they conform to National/Regional policies. Changes to Chapter policies are voted on by the Chapter Board.

GENERAL BOARD MEETINGS

- Board meetings are held on the 3rd Wednesday morning of each month. Chapter events, Study Groups and Summer Camp activities should not be scheduled for this time period
- All elected officers, chairs of Board committees and Members-at-Large are expected to attend
- Any Board member who fails to attend three consecutive meetings, or four meetings a year, without a reasonable excuse shall forfeit membership to the General Board after prior notice in writing
- The President(s) shall be notified of an absence prior to the Board meeting
- The absentee shall forward all requested reports to be included for presentation at the meeting

DUTIES OF ALL BOARD MEMBERS

- Attend Board orientation meeting to include the outgoing and incoming Board members
- Board members should attend and support Chapter functions.
- Board members should encourage Chapter members to attend and support Chapter events.
- Board members are to attend Board meetings.
- Board members are to maintain accurate records for their portfolio.
- Members-at-Large are assigned to one of the following Board positions:
 - a member of a standing committee
 - a portfolio
 - an Ad Hoc committee.
- Receive and sign a written statement of Board commitment, the Commitment Letter (see Appendix)
- All officers, Board members, elected and appointed, Standing and Ad Hoc Committee Chairs, when completing their terms, shall prepare a written report and transfer all relevant materials to their successors:
 - Share current versions in electronic format of all handbooks, guidelines, and formal group procedures developed and maintained by each officer, member at large, or appointed Board member
- All Board members serve as Ambassadors for the Chapter
- All Board members, elected and appointed, are required to adhere to chapter policies. The Board is charged with the power to enforce deviation to chapter policies, up to and including removal.

EXECUTIVE COMMITTEE

- The Executive Committee shall consist of the Presidents(s), Executive Vice President(s) (EVP), Vice Presidents (VPs), Recording Secretary (s), Treasurer(s) and the immediate past President(s). according to the Bylaws.
- Executive Committee meetings are held on the 1st Wednesday morning of each month, at the discretion of the President(s). Chapter events, Study Groups and Summer Camp activities should not be scheduled for this time period.
- Any member of the Executive Committee who fails to attend three consecutive meetings, or four per year, without a reasonable excuse shall forfeit membership on the Executive Committee after prior notice in writing.
- The President(s) shall be notified of an absence prior to the Executive Committee meeting
- The absentee shall forward any relevant reports for presentation at the meeting.

STANDING COMMITTEES

- Standing committees are permanent committees that meet once per month, or according to need, to support the President (s) and the Board as they work to achieve the Chapter's mission. Current examples are Fundraising/Programing, Study Group, and Membership Committees.
- Standing committees shall be composed of both returning and new committee members
- It is recommended that at least 25% of the committee members shall be new to that committee
- Returning committee members are appointed one year at a time
- Standing committee members are expected to attend all committee meetings. All members on the Standing Committees must have a definitive committee responsibility or assignment
- VPs will review all candidates for standing committees with the President(s) before the candidates' appointment
- VPs are encouraged to identify their potential successors from the standing committee

INVENTORY CONTROL: CHAPTER SUPPLIES

- There currently is a contract between a local warehouse and Brandeis Phx Chapter to manage and warehouse BNC Phx inventory, fulfill inventory requests, and maintain the BNC Phx perpetual inventory sheet
 - The contract status is verified at the start of each year
 - If a new contract is needed, the Presidents are responsible for negotiating a new agreement
- Executive Assistant will review processes at beginning of the Board year; VP(s) and Chairs will receive the supplies warehouse contact information and ordering guidelines
- The warehouse will maintain the current BNC Phx inventory by keeping track of all outgoing and incoming products via Google Docs
- All authorized persons - BNC Phx President(s), VPs, committee chairs and backups - must make an appointment to pick up and drop off the item(s) that are warehoused
- These authorized people will need to submit their completed email or order form one business day prior to their appointment.
- Viewing access of the Google Doc will be given to BNC Phx President(s), VPs, committee chairs and backups authorized persons
- An email or order form will be utilized by authorized persons who want to pick up stocked items from the warehouse
- Items need to be returned to the warehouse within two business days (Monday-Friday) of the event where it was used. This will allow others to pick up and use the item(s) for their event
- Contact the warehouse before the return of items to ensure that there will be someone there to receive the items
- The originator of the initial inventory request has the final responsibility for the return of items to the warehouse, even if they are no longer handling the item(s)
- Replenishment levels will be established between the warehouse and the BNC Phx Chapter
- All reorders must be reviewed and approved before the warehouse will process an order

FINANCIAL

- The Board and/or President's/s' approval is necessary in all matters pertaining to monetary practices of the Chapter
- All pricing schedules and worksheets for fundraising events must, without exception, be submitted to the Treasurer(s) for approval prior to discussion and review with the President(s)
 - Refer to the Appendix of this handbook for information about Fundraising event forms
- All persons must include a copy of receipts, preferably attached to an email, and a completed reimbursement form when submitting bills to the Treasurer(s)
- Guest speakers at major events may receive a Learned Research Journal (LRJ) or another item. The money for this shall be included in program event expenses.
- The incoming President(s) receives a BNC keepsake from the Chapter. The outgoing President(s) will order the keepsake from the National Office

- Contracts: all must be sent to the National Office for their signature by appropriate Chapter officer with the approval of the President(s) and the Treasurer(s). There are no exceptions.
- Authorized check signatories: the current President(s), Treasurer(s), and an EVP or designated Vice President appointed by the President(s) if necessary
- Two signatures are required on every check over \$100.
- The President(s) shall authorize any non-budgeted expenditure over \$250 in collaboration with the Treasurer(s)
- The President(s) shall have access to all details relating to Chapter fiscal activity at the transaction level
- The Chapter shall share fiscal information with all who require detailed information, including, but not limited to, Board members, National, IRS, Federal and State auditors.
- Financial data shall be securely backed up.
- Financial data shall be retained according to National and IRS requirements.
- Chapter funds may not be used for any purpose other than supporting Brandeis University. This includes funding Community Service projects and buying non-Book Fund gifts for honorees.

GAMES, PRIZES AND EVENT LOCATIONS

- Game days are possible provided no monies are exchanged, as permitted by Brandeis University
- If everyone has an equal chance of winning, then nominal prizes may be awarded
- Door prizes may be given provided all in attendance have an equal chance to win and no monies are exchanged
- Sweepstakes and/or raffles are not permitted by Brandeis University
- BNC trips to racetracks or casinos that involve gambling are not permitted by Brandeis University
- BNC meeting and events may NOT be held at casinos or other places with gambling

STUDY GROUPS

- All Study Group facilitators must be current in their membership
- All Study Group participants must be paid-up members of the Chapter
- All Study Group facilitators are required to pay for the groups they are facilitating along with those in which they are participating
- A ten % discount will be given to all current Study Group facilitators during their early registration period
- BNC *members* not enrolled in a Study Group are allowed to attend any session, space permitting, for a guest fee
- BNC *non-members* are allowed to attend any one session, space permitting, for a guest fee. The exceptions are groups such as, Arizona Authors Speakers Series which can be attended by paying a guest fee each time
- Study Groups shall not be scheduled in conflict with the Fall Event, Spring Event, University on Wheels (UOW), Book and Author, Executive Committee Meetings and General Board Meetings
- The Study Group Vice President(s) and all Study Group facilitators should be aware of other Chapter or Community events that may conflict with an Individual Study Group's session. These conflicts should be addressed on a case-by-case basis with the groups involved
- Study groups that require materials/supplies shall include the dollar amount in the Study Group Guide and the participants shall pay that fee on or before the first session
- See current *Study Group Facilitator Guide* for additional policies

REFUNDS

- Major fundraising/program events and Book and Author:
 - Ask the person requesting the refund if they would convert the fee into a donation
 - Reservations can be considered for a refund before the final count
 - After the final count is given to the vendor reservations are generally not refunded
 - Note: There might be extenuating circumstances but they must be approved by the event chair(s) and president(s)
- Events such as a Canasta, Bridge or Mah Jongg tournament:

- The registration fee is refundable before the event providing that the chapter has not made any financial commitments such as food on the player's behalf
- Study Groups:
 - After the initial study group meeting, refunds will not be given
 - Any fees that must be paid in advance to an outside venue are not refundable unless the venue permits it
 - Refunds for study groups will be considered if the Group is cancelled before it starts
 - Refunds for study groups will be given when there are other extenuating circumstances and with the approval of one of the Study Group Vice Presidents

SUNSHINE FUND

The intent of the Sunshine Fund (SF) is to acknowledge our current Board members and past Presidents who are celebrating a happy occasion or facing a challenging time in their lives

- A Sunshine Fund was established by the Board to fund Chapter gifts or other acknowledgements for the benefit of Board members, with an annual contribution required from each Board member. Past Presidents may also contribute. This Fund represents our chapter Board members' personal funds and their disbursement is not under the purview of BNC National.
- The Sunshine Fund will be administered by a Chair who might be either a Member-at-Large or an Appointee
- The Sunshine Fund shall not be used to purchase items to recognize speakers at chapter events and programs. Any items purchased to recognize speakers at Chapter Events shall be included in the program event expenses.
- The General Board may vote to donate any excess funds at the end of the fiscal year apportioned to one or more of the Brandeis funds.
- A minimum of \$1000.00 shall remain in the Sunshine Fund after the current balance is evaluated and after a donation, if any, is made.

BNC REIMBURSEMENT

- Some Chapter expenditures are eligible for Reimbursement
- The form will be sent to each Board member at the beginning of each Board year
- The form is in fillable PDF format
- Refer to the appendix of this handbook for where to find a copy of this reimbursement form. Instructions on how to complete and process for reimbursement are on the second page of the form
- **IMPORTANT:**
 - Before you start entering any data into this reimbursement template, save the template in your own Google drive or on your computer or tablet.
 - Save the template you chose as a *Save As* and with a new file name **BEFORE** you start entering any data into the form.
- If you have any questions about this form, please contact one of our Treasurers

GENERAL

- Email addresses of members may not be used for anything other than Chapter business
- Chapter calendar of events must be set by the Executive Committee. The calendaring of these events shall be placed on the Community Calendar by the Executive Assistant
- If portfolios remain unfilled by Members-at-Large, the President(s) will appoint others to assume those positions and the appointee shall be given full voting rights on the Board during their term
- Brandeis University news shall be publicized in the Chapter Bulletin
- Using the nonprofit postage rate for mailing any BNC materials that contain commercial advertising, particularly for travel programs, insurance or financial services, represents a misuse of the nonprofit bulk mail permit under current postal regulations

- When a *general member* passes away the information will be included in the Life Cycle Event page of the Bulletin
- When a past or current *leader* passes away an email will be sent to the Board and, at the discretion of the President(s), to the general membership; a card and donation will be sent from the Board
- Materials developed by BNC Phoenix are intellectual property
- All Committees shall share their handbooks and training manuals with the Executive Committee and reference the Guidelines in this Handbook. (For example: Board Members (elected and appointed), Standing and Ad Hoc Committee Chairs, Study Groups, Book and Author, Summer Camp)

EBLASTS

Eblasts are emails used to inform or to educate all Chapter members about upcoming events, a change or to provide advice

- All eblasts must be approved by the Presidents who will then forward and schedule them with the Electronic Communications Officer
- Submit eblast requests to the Presidents at least one week prior to the requested publication date
- Eblast template: There is an eblast template. The Executive Assistant will distribute the template to the Board at the beginning of each Board year along with instructions on how to use.:
 - Word format
 - Google Doc format
 - Fillable PDF format
- The request form includes fields for you to complete: the date of request, requested by (that means you), the date needed (plus choice of backup date if first one unavailable), subject line for eblast, specific graphic desired, and actual text to be used for the eblast.
 - A copy of this request form is found in the Appendix section of this handbook.
- **IMPORTANT:** Before you start entering any data in the template, please save the template in your own Google drive or on your computer or tablet. You will need to save the template you chose as a Save As and with a new file name BEFORE you start entering any data into the form.
- The eblast request form, with its unique file name, is to be completed and sent by the originating VP, committee chair or General Board member to the Chapter Presidents.
- The President(s) will review the request to determine that there are no conflicting requests for an eblast for the date requested and to ensure that all required information has been provided.
- The President(s) will then forward the approved request on to the Electronic Communications Officer.
- The Electronic Communications Officer will then format the eblast, send a test eblast to the people who requested the eblast, and send it out to the Chapter on the date requested.
- If you have any questions about how to complete this form, please contact the Electronic Communications Officer or the Executive Assistant.

ZOOM PROTOCOLS FOR OUR CHAPTER

These conventions on using Zoom are in place to ensure that each Facilitator's, Activity Leader's and member's experience in a Zoom session is comfortable

- **Name** - Please be sure your name is correctly displayed on your device.
- **Electronic Hand Raise** - Know how to raise your hand electronically. Otherwise, the host will not see you, especially with the way the Zoom boxes move around.
- **Mute** - Know in advance how to mute and unmute yourself.
- **Unmute** - Once you raise your hand, unmute yourself while waiting to be called on, so there is no wait time.
- **Chat** - If you must send a personal chat, please do so privately *to that person only* and not to everyone. If you don't know how to do that, please let the host know.
- **Leaving** - If you need to leave before the discussion is over, please do so quietly, without saying goodbye in a chat so as not to distract the host and the other participants
- **Camera Angle** – Make sure that your camera is aimed at your eye level or above.
- **Lighting** – Be aware of your lighting, so that it's neither too dark nor too glaring.
- **Eating** – if you are eating, please turn off your video.
- **Avoid surprises** – let others in your house know whenever you're on camera and/or microphone and be aware of background or pet noises.

HOSTING/SCREEN SHARING

Run-through – in order to be prepared, everyone should do a run-through with someone before hosting the first time.

Sending the Zoom link to participants – even if you've already sent the link to the participants, it's best to send it again the day before the meeting.

Screen Sharing – practice doing this beforehand, either with the host, or with someone else if you're the host. Among other things, the item to be shared has to be open on your desktop before you start the Share.

Zoom Questions? Email zoomanswers@gmail.com

v21329

JOB DESCRIPTIONS

BOARD RESPONSIBILITIES

Expectations of Board Members

- Display commitment to BNC, including its goals, missions and policies
- Support chapter functions by attending whenever possible
- Facilitate a smooth transition at the close of your term
 - Prepare guidelines, procedures, etc., as needed, for the successors
 - At the end of each Board member's administration, hold a formal transition meeting with their successor(s)
 - Especially important to convey are things that worked well and things that didn't go well
- Inform the Executive Committee, and specifically the President(s) of new ideas, potential problems or critical issues
- Appoint Chairs to committees; the Chair may decide to enlist a Co-Chair, as the task requires
- Prepare a budget of estimated costs and income projections for committee-sponsored events that requires expenditures. Consult with the Chapter Treasurer (s) for each event or estimate for the year
- Identify and mentor potential candidates for Board positions
- Mentor your successors after you leave office
- Maintain an electronic file of committee agendas, minutes and procedures to be turned over to successor(s)

Additional Expectations of VP's

- Establish, organize and maintain a standing committee when the position requires it
 - Assign subcommittee chairs as the task requires
 - Meet with the full committee on a regular basis and update committee members on any and all necessary information
 - Communicate expectations and responsibilities to each Committee member
 - Recruit members to the committees who have the diverse abilities the task requires such as creativity, computer and writing skills, the ability to work as part of a team and understanding of budgets (as required)
 - Invite Ex-Officio members to committee meetings
- Ensure a smooth transition to the incoming committee VP administration, including mentoring and training
- Report monthly to the Executive Committee and General Board at meetings
- Maximize use of marketing tools available to the Chapter to promote events
- Routinely check the information for your committee on the Chapter website for accuracy
- Submit Chapter website updates as needed to the Chapter Webmaster

Expectations of Individual Board Members

- Attend all Board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to Board and committee meetings
- Serve on committees and offer to take on special assignments
- Inform others about the organization and advocate for the organization
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization

BOOK & AUTHOR

Organize and produce the annual Book & Author event

- Choose venues and dates, including:
 - Volunteer Kickoff event
 - Cocktail Party
 - Dinner with the Authors
 - Table Captain parties
- Negotiate contracts as needed
- Meet with Treasurer(s) to establish budget and pricing
- Appoint Committee chairs for the necessary committees
 - The committees include but are not limited to: authors and moderator identification, author transportation, the Bookmark Donor Cocktail Reception and Donor Dinner, Boutique vendors, B&A Volunteers, Decorations, Greeters, Hotel/Venue, Invitations, Program Book, Publicity, Registration at the event, Reservations, Set-Up and Take-Down, Table Captains
 - Committee structure may vary as needed
- Select and obtain approval for the recipient fund for the event proceeds
- Host a wrap-up meeting after the event
- Transfer the B&A master book of past events to the next B&A chairs

BULLETIN EDITOR

Develop an attractive, easy-to-read, colorful electronic Bulletin that will receive the full attention of our membership

- Produce a monthly Bulletin to include items recommended by the BNC National office
- Be thoroughly informed of current University and National Committee developments, Chapter projects and plans
- Discuss with the President(s) which projects and events are to be featured in a given month
- Refer to the *BNC Presidents Handbook* for current *Bulletin Chair* guidelines
<https://www.brandeis.edu/bnc/resources/index.html>

Tasks

- Create a *Call for Bulletin Copy* email each month in the Bulletin email
- Email the *Call for Bulletin Copy* to the contributors to include Presidents, Executive Vice Presidents, a VP from each standing committee, and others as required
- Compile a document containing all the copy received from the contributors and the 'boilerplate' text that repeats each month
- Track macro concerns like internal consistency. Internal consistency means the phraseology and references don't have discrepancies. For example, if on page one writes *Book & Author*, and then on page three one writes *Book and Author Events*, correct the inconsistency
- Create the monthly Bulletin following the established Style Guide for our Chapter and the set of monthly articles that appear each year
- Edit and revise the draft Bulletin through a series of reviews with the Bulletin co-editors, Presidents and other contributors as needed until final
- Ensure there is a list of email addresses to which the Bulletin will be emailed each month and the list of persons who receive paper copies
- Publish the bulletin Chapter-wide at the beginning of each month [except May, June and July, typically]
- Upload links to the Bulletin on the Chapter website

BYLAWS AND HANDBOOK

- Review and update the Chapter's Bylaws and Handbook documents every two years or as requested by the President(s)
- This is an Ad Hoc committee

Tasks

- Appoint a committee to participate in the review
- Retrieve the latest version of the existing documents
- Review the document noting changes until the Committee approves the required changes
- Submit the revised draft documents to the Executive Committee for review and approval at least two weeks prior to Executive Committee meeting where the review, discussion and vote on the changes must be presented as a new business item. Revise and review again as needed
- Submit the *approved* revised draft documents to the general Board for review and approval at least two weeks prior to the Board meeting where the review, discussion and vote on the changes must be presented as a new business item and revise as needed. Revise and review again as needed
- Update the Bylaws and Handbook documents for additions or modifications requested and approved by majority vote of the General Board and documented in the final, approved minutes of the General Board meeting where the vote took place.
- All draft updates for Board-driven changes to these documents must be sent to the General Board at least 2 weeks prior to the next General Board meeting for final approval
- Distribute the *approved* revised final document to the Board
- Add the *approved* revised final document to the Chapter online document repository
- Recording Secretary will note the Final Board Approval accepted by the Presidents
- Final Board approval must be part of official Board minutes and included with Board minutes sent to National
- A copy of the final approved minutes is physically sent with minutes to National

CAMPAIGN

- Oversee and encourage fundraising for the campaign that Brandeis University identifies each year
- Present each campaign as having equal value to past campaigns
- Continually educate chapter members on the importance of the campaign
- Relay information through Chapter media - speaking to the Executive Committee, at Board meetings, through Bulletin articles and at all chapter special events

Tasks

- Research the designated campaign in order to be knowledgeable when presenting campaign information
- Prepare monthly reports and submit them for chapter Executive Committee and Board meetings
- Collaborate with the Treasurers to provide Reports on campaign donations to date

CHAPTER CALENDAR

- The President(s) assign(s) a member at large
- Administer a centralized calendar for chapter events
- Schedule the event or coordinate an alternative date with the requester

Tasks

- Establish and maintain a calendar on the BNC Phx website
- Request calendar updates from Board members responsible for any planned event or meeting
 - Send request at the beginning of the fall season and quarterly
- Receive requests from VPs and others of an *approved* event that needs to be scheduled on the Chapter Calendar
- Enter all recurring chapter meetings on the calendar
- Enter all recurring approved events on calendar
- Check to see if that requested date is available
- Check Community Calendars to ensure that no major event is occurring on the proposed date
- Check for conflicts with national holidays and religious holidays
- Access email frequently to view requests for calendar updates
- Skills required
 - Email and general computer skills

CHIEF INFORMATION OFFICER (CIO)

- Chapter Information Officers (CIOs) share interesting information from Brandeis University with the chapter members, including the President(s) and Bulletin chair, for inclusion in chapter updates
- Tasks:
 - Browse the BNC and Brandeis website www.brandeis.edu for pertinent or interesting information
 - Visit often the Brandeis websites listed in the Appendix under Informational Resources to find interesting and pertinent information about BNC and Brandeis University
 - Share the information with members of the chapter at Board meetings, general meetings, and study groups
 - Prepare a short summary for the Bulletin editor(s) so that it will appear in the next issue
 - Share chapter information with the National Center by submitting details about upcoming events on our website, and sharing event photos for our website and Facebook Page
 - Skills required:
 - Must have computer literacy

COMMUNITY OUTREACH

Oversee the Chapter Community Outreach programs

- Volunteer in local Social Justice / Community Outreach programs in accordance with BNC National guidelines (see *BNC Handbook/Guidelines for the Conduct of Chapter Activities*)
- Review and determine which local Social Justice / Community Outreach programs the Chapter might participate in and bring those to the Board for approval
- Create publicity regarding Chapter Outreach programs and any outside Community Programs in which the Chapter participates
- Submit publicity to President(s) for approval for Chapter distribution
- Serve as liaison from the Chapter or appoint a liaison to participate in any committee meetings etc. involved in approved outside Community Outreach programs
- Encourage BNC Phx Chapter members to participate in Chapter Community Outreach programs such as a Study Group, 'Mitzvah Mavens' or the Knit a Mitzvah group
- Print and mail hard copy version of the Bulletin in black and white for those eligible
- Become familiar with the Brandeis Social Justice and Social Policy Program: Overview
<http://www.brandeis.edu/programs/sjsp/overview.html>
https://www.brandeis.edu/bnc/resources/2021_chapter-presidents-handbook.pdf

CORRESPONDING SECRETARIES

Act as primary conduit for information flowing from the President(s), to other Executive Committee Members, General Board Members, and non-Board members

- Meet with the presidents prior to the new administration to review the process for receiving and then distributing the reports, agendas, and other pertinent information

Tasks

- Send monthly emails for the Executive Committee and Board meetings with the draft of the prior meeting minutes, meeting agenda provided by the Recording Secretary(s) and meeting RSVP request
- Receive RSVPs from members and track whether there will be a quorum at the meeting
- Send "special" emails, as necessary
- Send emails requested from other Board members to distribute to the Board or Executive Committee *only after* receiving the President(s) approval
- Review all documents before being forwarded to Board members for errors and edit where necessary, or return to the author for updating
- Receive *Good and Welfare* correspondence, and read it where appropriate, at General Board meetings
- At the beginning of the Board year, the Corresponding Secretary will distribute a link to the Reimbursement form and the instructions to all Board members

EXECUTIVE ASSISTANT

Assist the President(s) with correspondence, report preparation, document management and supply resources

Tasks:

- Create and maintain the official Executive Committee and General Board Rosters
- Distribute Rosters to Presidents for review and approval
- Calendar major Chapter events on community and the Federation's calendars
- Manage BNC Phx Supplies (See Inventory Control: Chapter Supplies section)
 - The Inventory of BNC Phx basic supplies such as adhesive nametags and BNC branded items, are maintained locally by our warehouse vendor
 - When supplies are needed:
 - Check inventory on hand prior to purchasing additional supplies
 - Expenditures for supplies: see Financial Policies. They are purchased either via approved budget or approved by the General Board
 - Prepare orders for Chapter supplies
 - Submit orders for items supplied by BNC National office
 - Serve as a central clearing house for orders for BNC Phx supplies, for example nametags, from authorized supplier
 - Submit orders for the BNC Phoenix magnetic nametags
- Provide Chapter members with referrals to other members with specific technical expertise
 - Maintain a list of members with technical skills
- Distribute copies of the Board Roster and/or Board List to all Board Members
- Distribute copies of the Board Roster to National, *without email addresses*, each spring after it has been updated and as key positions change during the year
- Distribute the Reimbursement Form and instructions at the beginning of the Board year to the Corresponding Sec'y for distribution to all Board members
- Distribute the eBlast form and instructions as needed
- Monitor and assist the Recording Secretary(s) as needed
- Review and proof donation lists, when requested by Bulletin Editors

EXECUTIVE VICE PRESIDENT(S)

- Prepare to transition to Chapter President
- Become familiar with all aspects of the organization including Financial Matters, Committee Operations, Chapter Activities and Events
- Perform duties of the President(s), when necessary, according to chapter bylaws
- Assist the President(s) in chapter administration and formulation of plans for chapter activities and events as required
- Become familiar with BNC National material to utilize as appropriate
- Assist Chairs and Vice Presidents to utilize BNC materials effectively
- Work with other Chapter Committee Vice Presidents when joint planning and action are required

EVENT PLANNING

Oversee the planning and execution of chapter fundraising events (with the exception of Book & Author)

- Prepare reports on Fundraising activities and outcomes
- Refer to the *BNC Presidents Handbook, Handbook for Special Events/Projects*
<https://www.brandeis.edu/bnc/resources/index.html>

Tasks:

- Select event chairpersons for each event
- Oversee the selection of event venues
- Report to Executive Committee and Board the event chair(s)' selection of where proceeds are to be designated
- Prepare budget of estimated costs and income projections in conjunction with the Chapter Treasurer (s) for each event, adhering to the guidelines set by the University. The form for this is provided in the National Handbook
- Maximize the use of marketing tools available to the Chapter to promote events
- Keep Executive Committee, and specifically the President(s), informed of potential problems or critical issues
- Provide the appropriate chair(s), vice president(s), and president(s) with the event registrants information as requested
- Provide a Reimbursement Form to committee members as needed

IMMEDIATE PAST PRESIDENT(S)

- Provide advice and mentorship when called upon by the current President(s)
- Provide for a smooth transition of Chapter officers through a Nominating Committee
 - Serve as Chair(s) of the Nominating Committee on the Executive Committee following their term of office. (See Nominating Committee)

MEMBERS AT LARGE

- Elected at the Annual meeting for a one-year term to be assigned a portfolio or serve on a standing or ad hoc committee
- Accept a chairmanship, portfolio, special project and/or serve as an active member on a standing committee
- Function as a member of the General Board and expected to attend, contribute and vote at all General Board meetings
- Serve no more than three consecutive one-year terms and shall not be eligible for re-election as a Member at Large until a year has elapsed
- Support the Chapter's Planned Events
- Agree to step up to a leadership position after year one, two or three

MEMBERSHIP DATA MANAGER

- Maintain the Chapter Membership list
- Appointed by the President(s)
- Participate as a standing member of the Membership Committee,

Tasks

- Update the Chapter membership list based on information received from Membership Registration Support person, Membership Committee Chairs, Electronic Communications Specialist as well as other members and BNC National Office. The Membership List is stored on Google Drive/Sheets
- Ensure that current chapter Board Members and others whose assignments involve contacting members have access to view the Google spreadsheet
 - Presidents and Membership Chairs provide direction as to who is eligible
 - Review additions and deletions to the access list with current Presidents
- Periodically audit the membership list against the Brandeis National Website and Membership Office Roster to assure that data is consistent and up-to-date
- Work with Electronic Communications Specialist to research problems reported by members not receiving emails
- Audit membership data against BNC Phx electronic data files
- Reconcile membership list from National with Chapter list, along with Membership Registration Support person and Membership VP(s)
- Track chapter dues renewals annually to provide membership statistics and reports to membership chairs for various purposes such as lists for retention communications, comparisons to previous years, for their reports to Board
- Track Lapsed Members (those who do not renew for a given year)
 - Contact information is archived for research such as helping to determine whether a new name on the National list is a returning member. This also makes it easier to reinstate their information onto the active list
- Remove and archive deceased members and provide obituary information to National office
- Provide special lists as requested for chapter activities
 - Examples: Male members, people living in a particular zip code, list of seasonal members, new members in the current membership year. These lists may in be report format or in spreadsheet format to use for generating emails
- Provide mailing list (spreadsheet format) to outside mailing vendor as needed
 - This is primarily for Book & Author Save the Date postcards and invitations. Includes non-members; information provided by Book & Author reservation database manager

MEMBERSHIP DATA MANAGER (CONT'D)

- Audit emails and telephone numbers occasionally with Study Group information and resolve any discrepancies
- Track renewals in order to provide information to Membership committee for retention calls
- Remove lapsed members from membership list and archive names for reference
- Document management procedures to assist anyone who may need to assist with responsibilities.
- Document what's shown on list for those who use the data.

Skills Required

- Strong attention to detail
- Basic knowledge of Excel or Google Sheets

MEMBERSHIP REGISTRATION SUPPORT (FORMERLY FINANCIAL SECRETARY)

- The Registration Support person is a member of the Membership Committee, appointed by the Membership VP(s)
- Process new member applications for BNC Phx membership as requested
 - Only for those people who cannot pay online by themselves
- Verify on the online National membership list whether dues payment is for a new member or a renewal, and whether an existing member is renewing after a lapse
- Record and send any dues check to National
- Contact National to obtain complete contact information for new and returning members
- Send names and contact information of *new* and *returning* members to Membership Communications team lead, Database Manager and Electronic Communications Officer
- Send updated contact information for *current* members to Database Manager and Electronic Communications Officer
- Communicate membership updates and member status to National office

MEMBERSHIP VICE PRESIDENT(S)

- Support the activities related to retaining and adding chapter members
- Maintain and recruit chapter members
- Demonstrate the specific skills required
 - Technical: Working knowledge of word-processing, emailing, virtual meeting services, online invitations, and other emerging technologies
 - Internet access: Have knowledge of and reliable access to internet services throughout the year, other than vacations

Tasks

- Create a steady stream of prospective members and maintain the current membership
- Support membership as an ambassador for BNC Phx
- Actively seek out new BNC Phx members
- Support new members as they assimilate into the chapter
- Strive to achieve membership goals
- Organize Retention efforts
- Collaborate with Membership database manager
- Collaborate with Membership Registration Support person for dues collection
- Collaborate with the Volunteer Outreach Chair
- Plan social events for New and Prospective Members
 - Coffees/Socials (title depends on the time of day)
 - Study Group Guide orientation – in conjunction with the Study Group team - held in the summer. [NOTE: Monday or Friday morning work best.]
- Apprise BNC Phx Bulletin editors of member life cycle events
- Ensure Membership information is up to date on our website
- Send information to and/or call prospective members to encourage them to join BNC Phx
- Send Welcome Letter (email) with Chapter information to all new members
- Greet new members at Chapter events
- Staff a Membership table at Brandeis Chapter events
- Update Chapter calendar person with all Membership meetings and events
- Membership Sub-Committees Include:
 - Socials:
 - Provide food and a friendly environment at New and Prospective Member socials; maintains supplies for socials
 - Plan and execute New and Prospective Member Socials
 - Provide a Membership presence for New Members and prospects at Brandeis events:
 - Ambassadors: 4-6 People
 - Contact new members 4-8 weeks after they join to personally welcome them to the Chapter
 - Provide information and mentoring to ensure engagement in Chapter activities and meeting people
 - Oversee New Member table(s) at brunches, luncheons, and other Chapter events so that new members are not sitting 'alone'
 - Membership Data Manager
 - Chapter Membership Registration Support person

NOMINATING COMMITTEE

- Develop a slate of persons to fill the Board positions for the next term of office
- Refer to the BNC Phoenix Bylaws for the committee structure
- Review the Bylaws and the Handbook before the first meeting
- The Immediate Past President(s) shall chair the Nominating Committee
- Seek recommendations from both the Executive Committee and the General Board
- Place a recruiting ad in the Bulletin for members to nominate potential Board Members when they begin their deliberations for the following year's Board position openings
- Provide each candidate with a written job description before securing their agreement to accept the nomination
- Present their report at the Annual Meeting
- Practice confidentiality and not release the slate until the chair announces the slate to the executive committee and the general Board
- Convey the nominating committee's report to all members of the chapter electronically at least one week prior to the annual meeting.
- Slate Members-at-Large, limited to no more than 16, each for a term of one year
- Nominate a candidate for a vacancy in an unexpired term of an elected position to the General Board for approval

PARLIAMENTARIAN

- Advise the Board during meetings on correct parliamentary procedure, rules, and debate using his/her expertise in Robert's Rules of Order
- Attend Executive Committee meetings upon request

PRESIDENT(S)

- Represent BNC, Brandeis University and the Chapter in our community
- Serve as liaison with BNC National and Brandeis University
- Attend National President meetings and serve on National Committees as requested
- Be conversant with current development at Brandeis and share information with Board and Chapter, as needed
- Encourage sharing of responsibilities and active participation of Board members
- Support the chapter in new and creative ways to keep our membership viable and engaged
- Work to resolve conflicts that arise between Board members
- Attend and support all Chapter events
- Serve as Ex-officio member of all committees, except Nominating Committee
- Attend Board, Executive Committee and Standing committee meetings
- Review and approve agenda and minutes for Executive Committee and Board meetings
- Provide National with Board roster and send notifications of changes during the year
- Select portfolios as needed for Members at Large
- Fill appointed positions or create and fill a new position as needed
- Meet with Treasurers and appropriate officers to prepare budgets, ex. Annual expenses and events
- Set the Chapter calendar with the Executive Committee
- Mentor EVPs to assume future presidency
- Review and obtain National's approval for any official newspaper or magazine article to be published
- Forward all contracts, insurance requests and facility agreements to the National office for review and signature approval
- Engage appropriate technological resources

Tasks

- Monitor the contract renewal date for the warehouse where our Chapter supplies are maintained
 - Negotiate the contract when it is up for renewal
 - Present the contract to the Board for approval
- Coordinate Board orientation and turnover meeting
- Sign checks per Financial Policy
 - President(s) has the authority to spend a certain amount per request without approval from the Board (see Financial Policy)
- Notify the Board at the meeting following the authorized expenditure
- Order the BNC keepsake from the National Office to be presented to the incoming President(s) from the National Office

PRESIDENT(S) (CONT'D)

- Serve as the designated recipient of all invitations from outside groups to the Chapter. The President(s) shall decide who is/are the appropriate person/persons to attend these functions
- Discuss edits other than name spellings or typos on meeting agenda and report with the report submitter
- Approve communications to include letters, contracts, bulletins, eblasts, invitations, press releases, social media, website and thank you notes
- As the BNC Phx Bulletin Publishers, review the Chapter Bulletin prior to publication
- Know and support the BNC Mission – encourage fundraising opportunities wherever possible
- Maintain knowledge of the Chapter's practices and procedures
- Ensure there is a credit card available for online accounts, such as chapter website, eblast, and event registration systems

RECORDING SECRETARY

- Record official meeting minutes at Executive Committee and General Board meetings for the Chapter and National archives
- Refer to the *BNC Phoenix Recording Secretary Guide* for task details

STRATEGY AND LEADERSHIP PLANNING VICE PRESIDENT

Strategic Planning:

- Collaborate with the Executive Committee to establish and revise as needed a Chapter 5-year strategic plan
- Develop a Strategic Plan to achieve Chapter goals
 - The Plan should include financial, membership, and community goals
- Monitor progress towards goal achievement
- Review the goals on an annual basis and adjust as needed

Leadership Development:

- Develop strategies to build effective leadership
- Partner with Study Group Vice Presidents to recruit, mentor and train facilitators
- Identify potential leaders
 - Assess skill sets, interests and experience of future leaders to appropriately guide them towards the best fit for themselves and the Chapter
- Implement training sessions for current and future leaders
- Create a mentoring program for future leaders
- Establish a Succession Plan, a process and strategy for replacement planning or passing on leadership roles
- Plan and conduct a meeting for all Board members during first six months of each administrative Board year in collaboration with the President(s)
- Awards:
 - Develop the objectives, parameters, and voting procedures for all existing awards
 - Add new awards as deemed necessary

STUDY GROUP VICE PRESIDENT(S)

- Oversee all Chapter Study Groups
- Develop and sustain Study Groups
- Administer the Facilitator Program
- Collaborate with the Strategy and Leadership Development VP on ways to recruit, develop and train new facilitators
- Obtain training from National for online registration and reporting
- Create and produce the annual Study Group Guide
- Assist Membership Committee with Study Guide Orientation
- Create and produce a Facilitator Guide
- Maintain a list of available and full Study Groups
- Prepare Study Group articles for the monthly Bulletin/Newsletter
- Keep apprised of current study group offerings from the National study group repository for additional ideas
- Appoint a registrar to assist with online registration
- Appoint a technical support person

Tasks

- Facilitators
 - Recruit new Study Group facilitators
 - Maintain database with facilitators' contact information
 - Distribute Facilitator Guide to facilitators
 - Plan and conduct facilitators' training session(s) as needed at the beginning of each Study Group season including:
 - using virtual platforms
 - managing a waitlist
 - working with registrants who sign up after the initial registration period
 - Train facilitators on virtual platforms as needed
 - Provide list of participants and their contact information to each facilitator
 - Solicit additional facilitators for groups when there is an overflow of registrants
 - Mentor Study Group facilitators throughout the year
 - Also see separate *Facilitator* document available from one of the Study Group Vice Presidents

Reference Documents:

- Study Group *Guide* Process
 - See separate document available from one of the Study Group Vice Presidents
- Study Group Processes
 - See separate document available from one of the Study Group Vice Presidents

SUMMER CAMP ACTIVITY LEADERS

- Recruited by the Summer Camp Chairs to lead the summer activities
- Tasks
 - Develop activities for specific days and times in the summer (June, July, and August.)
 - Identify if activity is on Zoom or in person
 - Identify if a Brandeis Zoom account is needed or if the Leader will use their own account
 - Submit a description and details of the activity(ies), including day, date and time, to the Summer Camp Chairs for approval and inclusion in the Summer Camp Calendars
 - Send a confirmation email to individuals who request to participate in their activity(ies)
 - Email Summer Camp participants in their activity(ies) as needed (including Zoom link, if appropriate)
 - Communicate any issues to the Summer Camp Chairs

SUMMER CAMP CHAIRS

Develop, organize and manage Summer Camp Activities and participants. Summer Camp is available from June through August for BNC members whose membership is current. In July and August, the participant must have paid their membership dues for the upcoming season. The Summer Camp guidelines are:

- COVID protocols as designated by BNC will be observed at in-person meetings
- All participants must be current in their membership at the time of enrollment
- Summer Camp is provided solely for Chapter members.
- Summer Camp participants may bring guests at a cost of \$5 per session, providing space is available.
- All participants are required to enroll in Summer Camp and pay the one-time fee (individual or household)
 - The Summer Camp fee is determined by a vote of the General Board
- Summer Camp enrollees must sign up for individual activities by contacting the Activity Leader, space permitting
- Summer Camp activities shall not be scheduled in conflict with the Executive Committee Meetings and General Board Meetings
- The Summer Camp Chairs must be aware of other Chapter or Community events that may conflict with any activity. These conflicts should be addressed on a case-by-case basis
- Activities that require materials/supplies shall include the dollar amount in the calendar description and the participants shall pay that fee on or before the first session

Tasks

- Reach out to former activity leaders in February
- Create an eblast to the general population to solicit Activity Leaders
- Create communication Eblasts and articles for the chapter Bulletins as needed
- Create calendars for June, July and August
 - The calendars will indicate if the activity is in-person or on Zoom

TREASURER(S)

- Collect and disburse all Chapter funds
- Deposit checks and balance checkbook
- Present a detailed written account of monthly income and expenditures at Executive Committee and General Board meetings
- Forward to Brandeis University appropriate monies and reports as required
- Monitor progress toward financial goal
- Pay bills after obtaining invoices of expenditures
- Meet with Vice Presidents of Book & Author, Fundraising Programs, Membership and Study Groups to establish budgets and procedures to include projected income and expenses, and submit final budgets to Chapter President(s)
- Appoint an Event Reservationist, as needed, to manage payments for any Chapter event, activity or study group where monies are collected
- Ensure that there are two signatures on each check over \$100. (See 'Financial Policies' for the guidelines)
- Serve as a central clearing house for BNC PHX supply orders from BNC National
- Receive and track all fees (e.g., Study Group guest fees and miscellaneous donations), with accompanying documentation such as where, when and from whom it was acquired
- Receive and track miscellaneous payments
- Access the Study Group data records as needed
- Obtain W-9's for independent vendors to allow vendor to be paid
- Provide an accounting to National for W-9's for independent contractors requiring a 1099 that need to be issued at year-end
- Submit the *Special Event Financial Report* and addendum. Refer to BNC National for details about the form
- Monitor the payments for the Chapter's online accounts for the website and email

VOLUNTEER OUTREACH

- This is a position that adapts to meet the changing needs of the President(s) and the organizational leadership
- Communicate the opportunities which volunteering offers, in order to foster new relationships and friendships
- Increase involvement to assist with Chapter events
- Create and maintain a database of Volunteers
- Liaise with all VPs to understand their volunteer needs and offer participant assistance where required
- Participate as an active member of the Membership Committee and attend all New/Prospective Member social events
- Work closely with Membership Committee Ambassadors to identify potential new volunteers
- Manage a Volunteer Outreach table at events for recruitment and informational purposes, as needed
- Schedule volunteer event(s) to thank, inform, and retain the volunteers who signed up for committees

Tasks

- Include the names, talents, and interests of volunteers in the Volunteer Database to distribute to event coordinators and VP's
- Assign tasks personally as requested

CHAPTER AWARDS

CAROL KERN LEADERSHIP AWARD

Purpose: To recognize outstanding Chapter leader(s) who has(have) exemplified the goals set by the Phoenix Chapter of BNC

Criteria: Person(s) who, has(have) taken leadership roles, and whose vision has inspired others to be involved in the Phoenix Chapter

Time: To be given as warranted, no more than one time a year, and selected by an Ad Hoc committee

Rules: The President(s) shall appoint the Ad Hoc committee, which will consist of:

1. Chair (appointed by the sitting President(s))
2. Current President(s)
3. One past President
4. Two active members of the General Board
5. Two non-Board members of BNC who are active in the community
6. A past recipient of this award

- The sitting President(s) is not eligible for the award
- The person to present the award will be selected by the recipient
- The time frame should be consistent with the Chapter event and publication calendar

Award: Plaque or statue of recognition includes:

- Carol Kern Sustaining Leadership Award
- Name (of recipient)
- Year
- Brandeis National Committee, Phoenix, AZ

COMMITTEES

WHY WORK WITH COMMITTEES

- Lighten responsibilities through combined efforts
- Accomplish more
- Involve more members
- Provide diversity of talent and ideas
- Improve leadership skills
- Develop friendships
- Have fun

WHERE TO FIND COMMITTEE MEMBERS

- New members
- *Getting to Know You* forms

- Orientation meetings
- Study Groups
- Study Group Facilitators
- Board members
- Retired Board members
- Life members
- Personal contacts
- Periodic update using *Getting to Know You* forms
- Previous volunteer lists

HOW TO CONDUCT SUCCESSFUL COMMITTEE MEETINGS

- Know the purpose of the meeting and inform committee members
- Begin meeting promptly and finish on time
- Prepare and distribute written agenda
- Keep discussion focused
- Encourage full participation
- Designate responsibilities
- Record proceedings
- Set time, date and place for next meeting

STEPS TO SUCCESSFUL DELEGATION

1. DEFINE THE JOB YOU WANT TO DELEGATE IN YOUR OWN MIND FIRST
What results do you want? What are the most important parts of the task?
2. PICK THE RIGHT PERSON FOR THE JOB
Who has the time, the interest and the skill?
3. DELEGATE CLEARLY
Take the time to explain clearly and precisely what is expected.
4. START SMALL
Delegate small tasks at first. Then, as success is experienced and skills and self-confidence are gradually built, assign more challenging jobs.
5. BE REALISTIC
Set realistic deadlines and assign appropriate tasks.

6. KEEP AN EYE ON THE PROJECT YOU HAVE DELEGATED
Offer help where needed.
7. ENCOURAGE CREATIVITY
Tell people what to do, not how to do it.
8. WHEN THE JOB IS DONE, ANALYZE THE RESULTS
Review what did and did not go well and evaluate yourself as a delegator.
9. REWARD A JOB WELL DONE
Say “thank you” and show your appreciation with compliments and feedback.

APPENDIX

PROGRAM AND FUNDRAISING GUIDELINES*

EVENT BUDGET AND NON-TAXABLE CONSIDERATIONS*

PROGRAM PLAY-BY-PLAY*

*Current Forms are available on the Brandeis National Committee website

BNC BOARD COMMITMENT LETTERS

The letters are sent and returned by email

See below:

- First example is for a renewing board member
- Second example is for a new board member

BOARD MEMBER RENEWAL COMMITMENT LETTER

Recipient's Name and email address

Dear

As nominating committee chairs of the Phoenix Chapter of the Brandeis National Committee (BNC), it is our privilege and pleasure to formally confirm the invitation extended to you by telephone or email to renew* your position as _____ on the Board of the Phoenix Chapter.

Your service is for a period of _____ years. You are invited to be sworn in at the installation on _____ at _____.

You have been asked to continue to serve because of your demonstrated competence and willingness to work on behalf of Brandeis University. We have the utmost confidence in your ability to fulfill the responsibilities of your position with dedication and efficiency.

As a Board member of the Phoenix Chapter, you are expected to:

- 1) Attend monthly Board meetings
- 2) Attend and support Chapter functions
- 3) Encourage Chapter members to attend and support Chapter events
- 4) Read and adhere to the guidelines set forth in the attached Phoenix Chapter Bylaws and Handbook
- 5) Members-at-Large are expected to accept a portfolio as a chair or a committee member
- 6) Maintain accurate records for their portfolio
- 7) Upon completion of your term, Board Members and Committee Chairs should prepare a written report and transfer all necessary materials to their successors, while making themselves available for the next year

Please reply to this email by (appropriate date) to: (appropriate name and email address) and include your acknowledgement that you are accepting the position of (appropriate position)

CONGRATULATIONS!

Cordially,

_____ and _____
Co-chairs of the Nominating Committee of the Phoenix Chapter of the Brandeis National Committee

10.21

NEW BOARD MEMBER COMMITMENT LETTER

Recipient's Name, email address

Dear

As nominating committee chairs of the Phoenix Chapter of the Brandeis National Committee (BNC), it is our privilege and pleasure to formally confirm the invitation extended to you by telephone to serve as _____ on the Board of the Phoenix Chapter. Your service is for a period of _____ years. You are invited to be sworn in at the installation on _____ at _____.

You have been asked to serve because of your demonstrated competence and willingness to work on behalf of Brandeis University. We have the utmost confidence in your ability to fulfill the responsibilities of your position with dedication and efficiency.

As a Board member of the Phoenix Chapter, you are expected to:

1. Attend monthly Board meetings
2. Attend and support Chapter functions
3. Encourage Chapter members to attend and support Chapter events
4. Read and adhere to the guidelines set forth in the attached Phoenix Chapter Bylaws and Handbook
5. Members-at-Large are expected to accept a portfolio as a chair or a committee member
6. Maintain accurate records for their portfolio
7. Upon completion of your term, Board Members and Committee Chairs should prepare a written report and transfer all necessary materials to their successors, while making themselves available for the next year

Please reply to this email by (appropriate date) to: (appropriate name and email address) and include your acknowledgement that you are accepting the position of (appropriate position)

CONGRATULATIONS!

Cordially,

_____ and _____
Co-chairs of the Nominating Committee of the Phoenix Chapter of the Brandeis National Committee

10.21

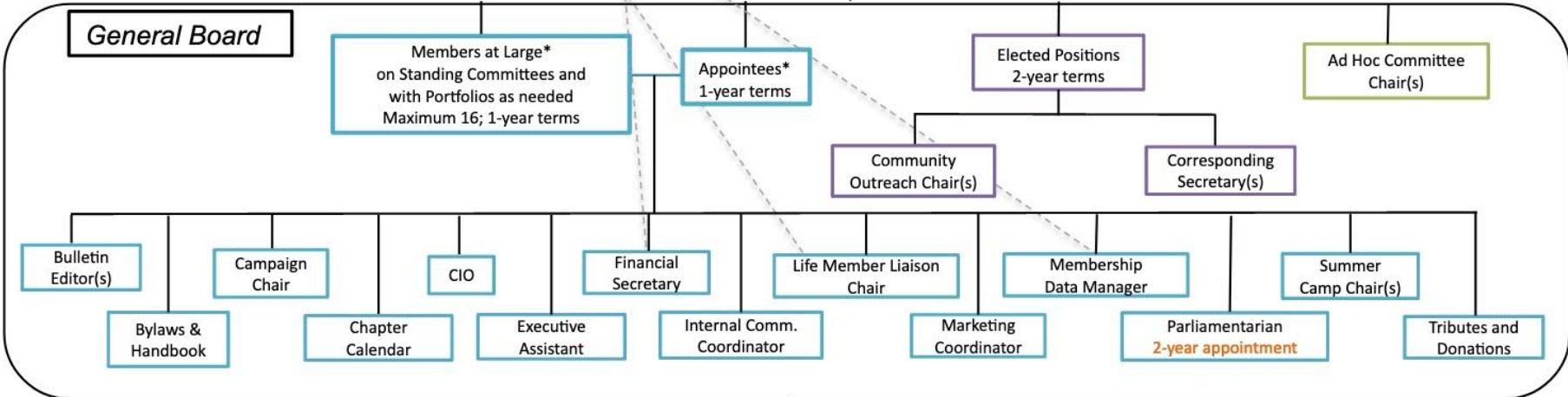
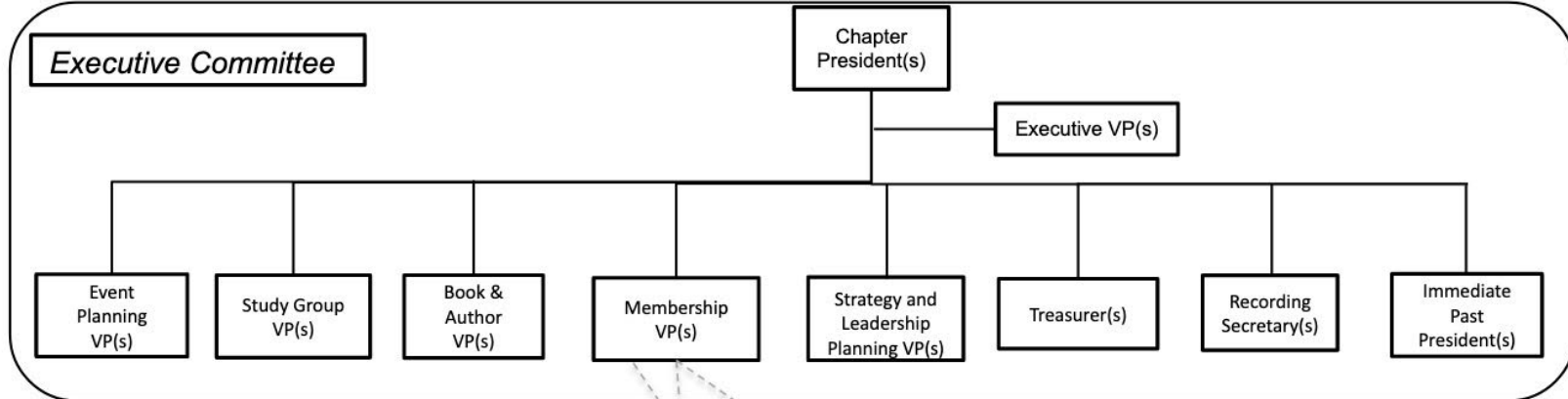
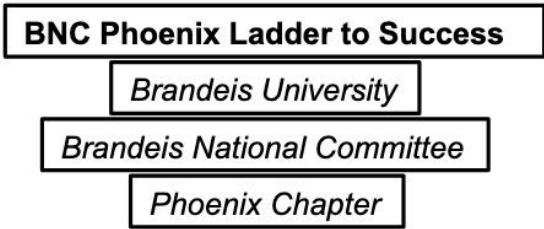
Glossary

Board Member	Chapter member who is part of the Board of Directors
Standing Committee	Permanent committees intended to manage all tasks pertaining to designated Chapter duties. The Committee shall consist of a Vice President and Chapter members.
Portfolio	An assignment, such as a committee member, event volunteer or a position in support of the Chapter mission
Ad Hoc committee	Committee established by the General Board or President(s) for a limited period of time, usually 1 year or less, to address a specific need
Task	Each step in a process denotes a task that is assigned to a participant.

BNC PHOENIX ORGANIZATION CHART



BRANDEIS NATIONAL COMMITTEE
Phoenix Chapter



Past Presidents may attend General Board meetings, with voting rights.

Phoenix Chapter Membership

*Some positions are Member at Large portfolios, others are appointments. These vary, so the positions listed are not necessarily either complete or required.