



Directors, Officers, and Committee Descriptions and Responsibilities

<p>Membership Committee Chair – Vacant</p> <ul style="list-style-type: none"> • Track and establish web profiles for new members. • Update membership information (email, chg of address, etc in membership address book and contact list) • Send Marketing/Comm Chair quarterly newsletter article and pics on new members joining. • Monitor attendance of guests and set-up sign in table and log. • Ensure the sign-up sheet is distributed to Marketing and the Secretary after the general meetings. • Respond to web inquiries on how to become a member. • Prepare new membership kits for distribution to new members at each regular meeting • Prepare Corporate membership package for distribution to Corporate Business at each regular meeting • Recommend Member Spotlight. • Periodically review and update the membership roster for accuracy. • Send Birthday eGreeting card to members thru social media 	<p>Marketing/Communications Committee Chair – Vacant</p> <ul style="list-style-type: none"> • Display Intl UFSC promotional material at UFSC-PS events e.g., regular monthly meetings, Seminars, etc; and, • Promote Intl UFSC awareness by providing membership and UFSC-PS activity information to local business contacts. • Prepare and issue the quarterly newsletter and seminar notifications and events to the Webmaster. • Establish public relations with local TV, radio, and other public media. • Distribute broadcast UFSC-PS mailings as voted upon by the UFSC-PS Board. • Update social media networks (FaceBook, Twitter, LinkedIn, Word Press Blog at www.ufscps.org with events and news from membership. • Update EventBrite two weeks before the event. • Send reminder of meeting, at least 2 days before the general meeting. • Present the UFSC-PS Mission Statement at every general meeting.
<p>2nd Vice President-Diana Tang, CPA</p> <ul style="list-style-type: none"> ▪ Provide oversight of all special projects. ▪ Provide timelines and status 	<p>Vice President – Thelma Gildon</p> <ul style="list-style-type: none"> ▪ Assist the President in establishing committees and in performing administrative and supervisory duties.



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<p>reports of each project to the Vice President at each regular meeting.</p> <ul style="list-style-type: none"> ▪ Submit operating plans and budget of each project to the Treasurer for each event. ▪ ▪ Monitor actual operational expenses vs budgeted and report significant differences to Vice President. ▪ ▪ Implements expenditure guidelines (provides monthly updates to Vice President). ▪ ▪ Ensures that all event expenses are approved by the Vice President. ▪ ▪ Submit event invoices within thirty days from date of expense incurred or the date of the event, whichever occurs first. ▪ ▪ Acting Finance Committee Chair as needed. 	<ul style="list-style-type: none"> ▪ Perform the duties of the President in the event of his/her absence, disability, or vacancy.
<p>Acting Secretary – Meagan Crawford</p> <ul style="list-style-type: none"> ▪ Record and read the minutes of the meetings of the Board and general membership meetings and maintain the files of previous minutes for at least 1 year. ▪ Maintain accurate list of attendance records. (Get a copy of the Sign In Sheet from the Membership Committee Chair. ▪ Safekeep all legal documents and be responsible for the legal affairs (i.e. Secretary of State Annual Filing and IRS Filings). 	<p>Assistant Program Committee Chair(Cross-Foundation Board Member FSC-PS) – Gelly Lirio</p> <ul style="list-style-type: none"> ▪ Develop programs to inform the community of financial services opportunities. ▪ Conduct workshops and seminars for first-time homebuyers, small businesses technology symposiums, financial literacy training for adults, career and business expos, and individual taxation and personal financial planning.



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<ul style="list-style-type: none"> ▪ Prepare legal communications and correspondence pertaining UFSC-PS. ▪ Maintain UFSC-PS reports (e.g., the Annual Report to the Secretary of State), and communications and correspondence. ▪ Safeguard all significant UFSC-PS records, plaques, etc. as an archive custodian on behalf of UFSC-PS. ▪ Update and distribute the Directors and Officers List to the Board. ▪ Update and distribute the member Contact List periodically. ▪ Safekeep and report the funds accumulating in the Jargon Jar at each meeting. ▪ Update and distribute the Super Recruiter Incentive matrix to the entire membership after each general meeting. 	<ul style="list-style-type: none"> ▪ Recruit speakers for each of the regular general meetings. ▪ Coordinate with the meeting room planners to ensure facilities, food and audio visual services are adequate for each regular monthly UFSC-PS meeting. ▪ Ensure that the monthly presentation and speaker background information is provided to the Webmaster and Marketing/Communications Committee Chair to post on the Web site and to publish in the quarterly newsletter ▪ Ensure the guest presenters are informed of the time and location of their speaking engagement. ▪ Acquire an appropriate gift (\$15 Starbucks card at this time) of appreciation for each general meeting speaker and/or community presentation.
<p>Chapter Book Clerk – Vacant</p> <ul style="list-style-type: none"> ▪ Assistant to the Secretary for keeping records organized. ▪ Maintain the Chapter Book for compliance with the UFSC Chapter Book Reporting Guidelines. ▪ Back-up the secretary for taking minutes at the general meeting. 	<p>Assistant Treasurer – Vacant</p> <ul style="list-style-type: none"> ▪ Junior assistant to the Treasurer for maintaining Quickbooks, annual report, deposits, membership invoicing, monthly receipt and disbursement reports, bank reconciliations, monthly financial statements.
<p>Treasurer (Cross-Foundation Board Member FSC-PS) – Jared Smith</p> <ul style="list-style-type: none"> ▪ Designated signatory of all bank accounts held in the name of UFSC-PS. ▪ Custodian of UFSC-PS funds and 	



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<p>report directly to the UFSC-PS President. Disbursement of UFSC-PS funds will only occur upon the order of UFSC-PS President or the majority of the UFSC-PS's Board provided a valid invoice or receipt is submitted.</p> <ul style="list-style-type: none"> ▪ Maintain appropriate register, which clearly indicates the date of the disbursement, the payee and the purpose. ▪ Submit a written financial summary report at UFSC-PS regular monthly meetings, or as directed by the UFSC-PS board. ▪ Develop annual budget, which is due no later than 45 days after the budget year to which it applies. ▪ Prepare annual financial statements for inclusion in the UFSC-PS Annual Report, and for submitting the application to become an Affiliate Chapter at the UFSC annual conference. ▪ File any and all tax forms as required annually and submit books and records for annual audit. 	
<p>President – Michael W. Gartrell, Jr.</p> <ul style="list-style-type: none"> • Preside at all meetings of the UFSC-PS, serve as an ex-officio member of all committees except the Nominating Committee. • Representative or proxy designee at the International Annual 	<p>Executive Director – Lizzie Evans</p> <ul style="list-style-type: none"> • Report to the Board, but be guided on the day-to-day operations by the President: • Recruit Small Business Resource Clients/Members. • Plan and execute major events



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<p>Summit, Regional Business Meeting and Regional Monthly Teleconferences.</p> <ul style="list-style-type: none"> • Maintain communications with the UFSC and respond to the international Board inquiries and be responsible for submission of the UFSC-PS Chapter annual report to the UFSC within 30 days before annual meeting. • Supervise budgetary matters and proper internal control of finances. 	<p>such as scholarships & awards dinner, Holiday Reception and Toy Drive, mentoring programs, and coalition activities.</p> <ul style="list-style-type: none"> • Assist with grant writing, hotel negotiations, external events, and attend all meetings. • Develop partnerships and sponsorships with other community based organizations that will further the cause of UFSC-PS.
<p>Webmaster – Outsourced to Cheung Vong</p> <ul style="list-style-type: none"> • Update and maintain the website with up-to-date information on each page. • Update the website each month to facilitate monthly meeting and seminar registrations. • Manage Web site’s e-mail accounts • Maintain website registration and hosting functions. 	<p>Parliamentarian – Vacant</p> <ul style="list-style-type: none"> • Advise the Board on proceedings as outlined in the By-laws and the current edition of Robert’s Rules of Order Newly Revised • Serve as the Chairperson of the Ad Hoc By-laws review committee. • Serve as arbitrator in meetings.
<p>Nominating Committee Chair (Appointed)– Christian Phillips</p> <ul style="list-style-type: none"> • The Nominating Committee Chair shall be appointed by the President • Form a committee to select qualified candidates for election to the Board, at least 90 days before the date of any election. Candidates can be selected from the current Board as well as from the membership. 	<p>Special Ad Hoc Committees</p> <p>Special committees may be created as necessary by the UFSC-PS membership or the UFSC-PS Board, which can include:</p> <p>Sponsorship Committee Chair – Vacant</p> <ul style="list-style-type: none"> • Reports to the Executive Director • Lead team of sponsorship volunteers/members from the community/chapter • Actively solicit sponsorships for awards dinner, career fair, Youth



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<ul style="list-style-type: none"> • Prepare a standard questionnaire for use by all candidates to present their qualifications. • Send a report of the nominees to the membership at least THIRTY DAYS PRIOR to the date of the election. • Submit a nominee for office to the Nominating Committee after the written consent of the candidate. <p>Special Ad Hoc Committees – Cont’d</p> <p>Info Systems Mgmt Committee – Vacant</p> <ul style="list-style-type: none"> • Report to the Executive Director • Review and approve all IT products • Maintain the Contact Us page and respond to all inquiries • Develop an IT Plan for upgraded website features. • Maintain the info@ufscps.org email account and transmit all events and activities to the members and stakeholders. • Web Content Management • Email Account Administrator for GoDaddy domain. (setup users, troubleshoot, assist in training new executive officers on GoDaddy. <p>Collegiate Oratorical Committee Chair – Jerry Scowcroft</p> <ul style="list-style-type: none"> • Report to the Executive Director • Organize local Chapter contestants for the Oratorical Competition at the Western Region and the UFSC Conference • Recruit financial services professionals to engage in a 	<p>Career and Business Expo, 2010 Western Regional business meeting, and 2012 Annual Conference in Seattle</p> <ul style="list-style-type: none"> • Assist Executive Director with the creation of tiered sponsorship levels • Work with other committees (i.e. program, marketing, Foundation, etc) to ensure sponsorship needs are met • Create sponsorship materials to promote sponsorship program • Maintain a database of Sponsor contacts from local chapter and strategic relations • Assist Foundation Board as needed for sponsorship needs <p>Strategic Planning Committee Chair – Vacant</p> <ul style="list-style-type: none"> • Report to the Executive Director. • Review and update the UFSC-Puget Sound’s Strategic Plan to reflect current programs. • Report Strategic Report quarterly to the President • Map Operating Plan to stakeholders’ events and activities • Decide which and how internal and external stakeholders are to be involved; • Ensure that action plans and deliverables are performed (not responsible for doing all of the work). • Maintain the efficiency of the implementation/execution process.
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<p style="text-align: center;">Toastmasters Club.</p> <p>Grant Writing Committee Chair – Vacant</p> <ul style="list-style-type: none"> • Report to the Executive Director • Research and write grant proposals for the Chapter programs. • Attend Grant Conferences for updates and training. • Assist Foundation in grant writing process. <p>Mentorship Committee Chair – Roxanne Buchanan</p> <ul style="list-style-type: none"> ▪ Establish and maintain long-term, mutually beneficial relationships with colleges and universities and underserved communities. ▪ Provide educational, technical and advisory assistance to high school and college students. ▪ Encourage high school and college students to consider careers in the financial services industry. ▪ Present Mentoring Awards ▪ Promote Youth Financial Literacy Programs ▪ Coordinate Mark 1 Emerging Leaders Mentoring Program ▪ Organize the Collegiate Oratorical Competition ▪ Organize Interviewing Skills Workshops for students. ▪ Support SAT/ACT college test prep for college bound students. 	<p>Scholarship Committee Chair (Cross-Foundation Board Member FSC-PS) – DesSetta O. Smith</p> <ul style="list-style-type: none"> ▪ Establish and maintain long-term, mutually beneficial relationships with colleges and universities and underserved communities. ▪ Provide educational, technical and advisory assistance to high school and college students. ▪ Encourage college students to consider careers in the financial services industry. ▪ Select recipients for the scholarship awards ▪ Present Scholarship Awards ▪ Develop High School Scholarship Program ▪ Develop new Scholarship Funds as needed ▪ Market and recruit at College and University career fairs
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