



Board Member Job Descriptions and Expectations

The purpose of the NAWBO Columbus Board of Directors is to provide sound, sustainable governance* for NAWBO Columbus. Provide rational governance and oversight to ensure that the organization achieves its non-profit mission to equip and empower all women business owners to overcome challenges, fully realize their true potential and make their mark on the world. Including establishing organizational priorities and approving sound and sustainable strategies for achieving priorities. Provide your functional guidance and expertise to ensure that the strategic plan and programs are implemented in effective ways, with minimal risk.

* Board Governance is the process by which the Board perpetuates, evaluates and educates itself. To be successful in fulfilling its governing duties, the Board commits to implementing a plan to grow, strengthen and build on its current success toward future strength.

Time Commitment: The NAWBO Columbus Board meets for 2 hours monthly. Meetings may be held in-person or virtually, and the location may change based on who is serving as Chapter President. Committee service requires at least one additional meeting per month for 60- to 90-minutes, and necessary time to prepare the agenda for committee meetings.

Service Requirements:

- A passion for NAWBO Columbus' vision, beliefs and mission which is outlined below.
- A servant leader mindset.
- Recognition and status within the entrepreneurial community.
- Knowledge of and interest in addressing challenges facing women business owners.
- Access to, and a desire for leveraging personal and/or professional relationships to support NAWBO Columbus' vision and mission.
- Functional expertise in an area that contributes to NAWBO Columbus' success and provides ongoing value.
- A commitment to ethical behavior and unwavering support of NAWBO Columbus' core values, which are:

Our Beliefs

- Owning a business is one of the most effective ways for women to secure an independent financial future for themselves and their families, **create opportunity** in their communities, and **contribute to our country's** economic growth.
- **There are barriers** to business success – and even survival – unique to women-owned businesses that are even greater for women of color.
- **When empowered** and freed from the social, institutional and cultural inequities that prevent them from reaching their full potential women business owners realize **equal outcomes** and have **equal impact** in creating jobs, fueling innovation, improving lives and growing the economy.
- To succeed as business owners, women need a **seat at the table, a level playing field** and the **knowledge, support and courage** to pursue their dreams.
- Equality and equity are **good business, non-partisan** issues that pay dividends.



- NAWBO – the only organization representing the interests of **all women entrepreneurs** in all industries – has a legacy of leveraging the collective might of its national membership’s resources, experience, and voice to **drive change**.
- NAWBO and NAWBO Columbus have created **measurable and meaningful results** for women and our economy.

Our Vision

At NAWBO Columbus, we believe in a more **inclusive economy** where:

- **Gender does not determine success**, opportunity or outcome.
- **Being a woman is not a barrier to business opportunities**, nor an obstacle to be overcome on the road to entrepreneurship.
- **Successful female business owners must be celebrated as the norm**, not the exception.
- **All women are empowered to leverage the same social, political and economic power as men**, and they will use that power as a force for good in our world.
- **The next generation will not just dream of, but be empowered to fully realize their true potential** to experience the independence, freedom and positive impact that business ownership can enable.

Our Mission

NAWBO Columbus is equipping and empowering women business owners to overcome challenges and fully realize their true potential, while making their mark on the world. We do this work through three mission pillars:

Advocacy - influencing opinion-makers and changing public policy to level the playing field and create a more inclusive economy;

Community – fostering a supportive environment of role models and partners, creating lasting relationships that breed courage and inspire confidence; and

Transformation – providing insights and resources necessary to learn as individuals, grow our businesses and transform the economic, political and social systems holding us back.

Key Roles and Responsibilities:

Trusteeship: Ultimate responsibility for protecting the vision and mission, ensuring legal and ethical integrity, and the accountability for NAWBO Columbus. Promote the organization’s public standing and image.

Strategic Planning: Participate in setting the vision and direction for the future via creation and implementation of a strategic plan.

Policies: Oversee and enforce the policies that govern NAWBO Columbus’ daily operations.

Key Executive Evaluation: Oversee the policies and procedures related to hiring and assessing the professional performance of NAWBO Columbus staff on an annual basis.

Resource Development: Exercise fiduciary and program oversight AND assist in raising and contributing funds for NAWBO Columbus. Ensure organization viability through adequate financial resources.



The **Officers of the Chapter** are the President, President-Elect, Vice President, Secretary, Treasurer and Immediate Past President (ex-officio).

The **Executive Committee** is comprised of: President, President-Elect, Vice President, Secretary and Treasurer.

The **Chapter President** will serve one-year term beginning on July 1st of each year and will:

- Serve as a Director and as the presiding officer for the Board and Governance Committee;
- Work collaboratively with the NAWBO staff to set the agenda for meetings of the Board;
- Serve as a spokesperson for the Chapter;
- Set the agenda for the annual Board planning retreat, usually held in the summer, with input from NAWBO staff
- Represent the Chapter to NAWBO's Presidents Assembly; and
- Appoint committees and Board liaisons to NAWBO's strategic forums.

The **President-Elect** will serve a one-year term beginning on July 1st of each year and will:

- Serve as chair of the Governance Committee;
- Serve on NAWBO's Presidents Assembly and vote on the Chapter President's behalf in her absence;
- Work collaboratively with NAWBO staff to oversee activities headed by the V.P. of Programming, V.P. of Membership and the V.P. of Corporate Partners;
- Ascend to President after a one-year term as President-Elect;
- Oversee special projects and other duties as assigned by the President; and
- Serve as President should the office of the President become vacant.

The **Vice President** will serve a one-year term beginning on July 1st of each year and will:

- Serve on the Governance Committee;
- Work collaboratively with NAWBO staff to oversee activities headed by the V.P. of Communications, V.P. of Public Policy, and V.P. of Roundtables;
- Ascend to President-Elect after a one-year term as 2nd Vice President;
- Oversee special projects and other duties as assigned by the President; and
- Serve as President-Elect should the office of the President-Elect become vacant.
- Serve as chairperson of the Nominating Committee.

The **Immediate Past President** will serve a one-year term beginning on July 1st of each year and will:

- Serve on the Governance Committee as an ex-officio advisor;
- Perform additional functions as agreed to with the President; and
- Serve as chairperson of the Visionary Selection Committee.

The **Treasurer** will serve a two-year term beginning on July 1st of the year elected:

- Serve on the Executive Committee;



- Oversee the financial activities and work with Chapter staff to maintain accurate financial records for the Chapter;
- Facilitate the activities of the Finance Committee, if one exists;
- Prepare, or oversee the preparation of, monthly financial statements for review at the monthly Board meetings;
- Ensure that Federal Tax Form 990 is filed in a timely manner and submitted annually to the Internal Revenue Service and NAWBO.
- Ensure that all necessary filings are completed with the Ohio Attorney General and Secretary of State in a timely manner; and
- Work collaboratively with the NAWBO staff and Executive Committee to prepare and gain board approval of an annual budget prior to the beginning of each fiscal year on July 1st;
- Make annual recommendations related to the amount of funds that the Chapter will maintain as reserve funds to cover the Chapter's committed operating expenses.
- Submit and oversee the bi-weekly payroll processing
- Prepare an overview of the finance committee meeting notes, and recap the financials for the monthly board meeting.

The **Secretary** will serve a two-year term beginning on July 1st of the year elected:

- Serve on the Governance Committee; and
- Assure that the corporate records of the Chapter, including minutes of Board meetings, are thorough and properly maintained.
- Ensure compliance with NAWBO National

Duties (as outlined in the Board Member Agreement):

- Be a Premier Member of NAWBO in good standing.
- Attend at least 75% of board meetings, committee meetings, monthly luncheons, and additional events in the fiscal year.
- NAWBO Columbus Board Members commit to give an annual personal financial contribution of \$650 (which may be paid in one payment or quarterly) to NAWBO Columbus or secure new sponsorship of \$1,000 or more by March 1st. Failure to meet the financial obligations to NAWBO Columbus will result in termination of the position on the Board.
- Interpret the Chapter's mission, vision and beliefs to the community, represent the organization in a positive light, and act as an enthusiastic spokesperson.
- Actively participate in one or more fundraising activities. And, assist with fundraising solicitations, calls, and other activities as requested.
- Serve on at least one Board Committee. If a V.P., fulfill the responsibilities outlined for effectively chairing the Committee.
- Act in the best interest of the organization and excuse yourself from discussions and votes where a conflict of interest as disclosed on the annual Conflict of Interest Disclosure Form.
- Stay informed about what is going on in the organization. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies, and other board matters.
- Work in good faith with staff and other board members as partners towards achievement of the Chapter's goals.
- Recruitment of new Corporate Partner



Remuneration:

Service as a member of NAWBO Columbus’ Board of Directors is a volunteer position. Trustees shall not receive payment or other remuneration, except for reimbursement of pre-approved expenses incurred while performing duties associated with the board position. All Board members will sign a Conflict of Interest Declaration Form annually.

Board Committees:

The Board will operate a functioning committee structure of: Membership, Corporate Partners, Programming, Communications, Public Policy, Diversity, Equity, Inclusion & Belonging and Roundtables. Work of the committees will align with the organizations strategic plan and annual key performance indicators (KPIs). Additional committees, including the Nominating Committee, will be created on an ad-hoc basis, as needed. Committee volunteers do not have to be members of the Board to serve; however, Committee Chairs must be Board members.

Role of Committee Chair/VP:

A Board VP will chair each Committee. The Committee Chair/VP has a major role in the group’s success or failure. The VP serves as leader, counselor, motivator, and presiding officer. An effective Committee Chair works collaboratively with staff to develop meeting agendas, notify committee members of upcoming meetings, ensure accurate meeting notes are kept and completed within a week after every meeting, and to follow-up between meetings to ensure that assignments are being handled properly. A staff liaison will attend all committee meetings.

Responsibilities of Committee Chairs/V.P.s are as follows and may be revised on an annual basis.

Committee Chair/V.P. will:

- Determine the size of the committee and recruit committee members.
- Set the committee’s agenda based on input from NAWBO staff and the goals of the strategic plan.
- Determine agenda action items that can be facilitated and achieved by the committee and which agenda action items are issues to be solved and/or approved by the Board of Directors.
- Present pertinent information about committee progress to the Board in monthly written reports, to be submitted for inclusion in the Board packet no later than one week prior to the Board meeting date.
- Work in collaboration with other appointed Board committees.
- Facilitate or delegate all administrative tasks associated with the effective coordination of the committee. These tasks may include, but are not limited to:
 - Communicating consistently with committee members (at least monthly)
 - Securing space for committee meetings
 - Reminding committee members about meeting times and location
 - Take meeting minutes, or delegate a member of the committee to serve in the role of scribe. Upload meeting minutes to the appropriate Dropbox folder.
- Serve no more than two consecutive, two-year terms in the position.



Membership Committee

This committee is focused on the recruitment, retention and engagement of NAWBO Columbus members and prospective members. The membership committee leads efforts to plan and facilitate two membership drive events each year - one in the fall (October/November) and one in the spring (April/May) that align with the NAWBO National membership drive timeframe. Committee members also staff the Membership Huddle at each monthly luncheon and occasionally staff an exhibit table at events to promote the organization.

Corporate Partners Committee

This committee is charged with the retention and engagement of new and existing corporate partners for NAWBO Columbus. Committee members serve as ambassadors to ensure corporate partners are receiving the full benefits of the partnership. Additionally, committee members introduce the Board of Directors to new corporate partner prospects by making introductions and/or attending solicitation meetings.

Programming

This committee chooses speakers and programming for Monthly Luncheons and other programming events. Programming is to be confirmed at least six months into the future. Once the speaker/topic has been determined, committee members work with NAWBO Columbus staff to secure programming details including, but not limited to: location, time, speaker bio and information, etc.

Communications

This committee oversees the facilitation of all print and digital communication for the Chapter. Committee members facilitate the writing and posting on the website, schedules posts on social media channels about upcoming programming and opportunities, and sets the brand and “voice” of the Chapter. The Committee Chair/V.P. works closely with NAWBO staff to ensure clear messages and information are shared with Chapter members.

Public Policy

This committee facilitates all advocacy and public policy work, with a goal of making it easier for women owned businesses to do business in Ohio, Central Ohio and beyond. Working collaboratively with the NAWBO National’s advocacy team, this committee works with key decision makers to support and introduce new legislation and policies that is supportive of women business owners at the local and federal level. The Public Policy Committee takes a lead role in planning the annual Public Policy Forum at a Monthly Luncheon and Legislative Meet & Greet.

Roundtables

NAWBO Columbus Roundtables are open to individual business owners who own an equity interest and actively participate as a sole proprietor; an active partner of a partnership or active member of a limited liability company; and independent contractor; or individual owners of 5 percent or more of the stock of a corporation and who are involved in policy-making and day-to-day management of the corporation.

This committee is focused on building, supporting and growing the effectiveness of NAWBO Columbus Roundtables. Roundtables are small groups of members who meet monthly to help each other grow their businesses. Committee members maintain a database of current Roundtable members, works with



NAWBO staff to place new members into a Roundtable, curates a Resource Bank focused on learning and inspiration, and facilitates two recruitment events annually.

Diversity, Equity, Inclusion & Belonging

The role of the NAWBO Columbus Diversity, Equity, Inclusion and Belonging committee is to serve as an ambassador with intention and to promote our mission and values to all of those we encounter in the business community. We will build an inclusive environment by providing resources and training and also welcoming all thoughts and opinions. The committee member will commit to developing, coordinating and supporting various initiatives that enhance and support our goals.