



Emergency Fund

Helping people today for tomorrow

Associate Board Bylaws

Mission: The Associate Board is made up of a network of young Chicago area professionals who lead individual fundraising events and actively volunteer for the Emergency Fund. Members bring a wide range of professional expertise as well as a commitment to the Emergency Fund's mission of providing immediate financial assistance to help low income Chicago area individuals and families through a crisis or transition.

Executive Team Roles: The executive team is a two year commitment, with staggered terms to ensure continuity. Officers are elected and assume an active membership. Elections are only open to active members and contingent upon having more than 5 active members. In the case that there are not enough members, officers will be appointed by the Board of Directors or staff designee.

President

- 🕒 Provides general oversight
- 🕒 Leads annual planning
- 🕒 Provides team building opportunities
- 🕒 Serve as a representative of the board and organization as needed
- 🕒 Act as primary liaison to EF staff rep.
- 🕒 Responsible for Financial Tracking with support from SL
- 🕒 Assumes Past President Role for 1 year at end of term

Vice President of Events

- 🕒 Provides leadership to annual scheduling and event selection
- 🕒 Responsible for monitoring event goals and measurements
- 🕒 Provides leadership for event chair, whose tasks include:
 - 🕒 Over all event planning/goal setting (feel, food, entertainment, etc)
 - 🕒 Budget Development and Reporting
 - 🕒 Vendor Contact, Comparison, Relationship Development
 - 🕒 Task List and Timeline
 - 🕒 Event Volunteer Assignments/Training
 - 🕒 Advanced Communication to staff and membership committee for need with questions
 - 🕒 Sponsorship Outreach (general task)
 - 🕒 Participate in Social Networks (general task)

Vice President of Membership

- 🕒 Provides leadership to annual membership plan and implementation
- 🕒 Responsible for monitoring membership goals and measurements
- 🕒 Provides leadership for membership committee, which tasks include:
 - 🕒 New member and community outreach
 - 🕒 New Member orientation
 - 🕒 General board marketing & Event Marketing
 - 🕒 Development and maintenance of community lists (local businesses, associations, universities)
 - 🕒 Development and Maintenance of Associate Board documents
 - 🕒 Sponsorship Outreach (general task)
 - 🕒 Participate in Social Network (general task)

Secretary

- 🕒 Serves on membership committee
- 🕒 Sends reminders/follow ups for meetings and events
- 🕒 Takes minutes of general body meetings
- 🕒 Takes or designates committee member to take membership meeting minutes

- ☺ Monitors associate board e-mail and forwards/replies as necessary
- ☺ Coordinate Membership Follow Up

Media and Social Network Liaison

- ☺ Serves on the event planning committee
- ☺ Takes photos for website and historical value
- ☺ Ensures photo release is signed by each photo subject
- ☺ Posts event follow up narrative, comments, and media (as approved) onto Social Networks
- ☺ Takes or designates committee member to take event meeting minutes
- ☺ Follow up with local magazines

Staff Liaison (Development Officer)

- ☺ Provides general support through idea generation, event/meeting attendance, etc.
- ☺ Approves activity plans, budgets, and other official documents
- ☺ Reviews and approves all public communications
- ☺ Provide meeting and negotiation support
- ☺ Reviews vendor contracts and ensures payment (with support of event team)
- ☺ Provides updates to EF activities, announcements, communications and other relevant materials
- ☺ Provides 1, 1 hour training session per month (prescheduled) for new members
- ☺ Provides items members may not have access to (web updates, petty cash, copies, etc)
- ☺ Tracks and Keeps official AB records as presented by Executive Team

General Membership Requirements

Active Expectations:

- ☺ Sign commitment Letter
- ☺ Actively participate and attend most monthly meetings
- ☺ Attend the Associate Board's two annual events
- ☺ Commit to a minimum "give or get" contribution of \$191 *
- ☺ Purchase tickets, attend, or volunteer at 1 general Emergency Fund event each Year
- ☺ Recruit 10 individuals to Facebook Fan page or E-mail List per year
- ☺ Active Committee Membership (I.E: active role planning/implementing of minimum of 1 event or 1 membership project)

*Members are not required to contribute out of pocket - this goal can also be reached through event ticket sales, in kind contributions for events/meetings, sponsorship solicitation, individual or corporate solicitation, etc. \$191 represents the average grant given to individuals and families in 2008.

Supporting Expectations:

- ☺ Receive special event invitations
- ☺ Welcomed at meetings
- ☺ Updated on happenings by receiving regular emails