

Board Position Responsibilities and Expectations
J Street U Dartmouth
Updated 8/10/2014

General expectations

- Attend all meetings and events
- Engage in one-on-ones in line with board meeting plans
- Complete all assigned tasks in a timely and effective manner
- Represent J Street U Dartmouth to the wider Dartmouth community and utilize discretion appropriately
- Coordinate public statements with other members of the board
- Make an effort to attend regional and national J Street U and J Street events
- Notify the board as early as known if you foresee any difficulties meeting expectations

Co-Chair (2)

- Be ultimately responsible for the success of J Street U Dartmouth as an organization through its programs, internal and external communications and advocacy efforts
- Oversee the long-term vision of J Street U Dartmouth in coordination with the New England regional J Street U Organizer
- Schedule, create agenda for and lead weekly board meetings
- Manage interpersonal dynamics of the board
- Act as the voice of J Street U Dartmouth in communication with the Dartmouth community (including The Dartmouth, other organizations, and outside groups)
- Review applications and determines/appoints the other board positions at the start of each term
- Be responsible for organizing attendance at regional and national J Street U and J Street events
- Be the point of contact with NH Senator and Congressman/Congresswoman's office

Programming Co-Chair (2)

- Plan and initiate all J Street U programming, including group discussions, presentations, movie showings, debates, lectures or other programs throughout each term.
- Lead or delegate responsibility for every program; ensure that programs are educational, held regularly, and adhere to broader J Street U programming materials and/or values.
- Work with the outreach chair to engage in inter-group programming between J Street U and other college organizations.
- Work with the communications chair to advertise all programs.
- Be in charge of any logistics during programs and work to combat any procedural obstacles such as internet outages or broken laptops/projectors (note that logistics preceding the event, such as booking the room and ordering food, fall under the responsibilities of the treasurer)
- Work effectively with the other Programming Co-Chair to divide the planning and leading of programming

Treasurer

- Familiarize him or herself with the COSO guidelines by reading the Financial Procedures Guide and attending information meetings
- Keep tabs on the budget via weekly budget reports
- Apply for funding through COSO, the Rockefeller Center, and other sources
- Attend COSO and other meetings to acquire funding
- Attend termly COSO overview meetings to receive \$50 of discretionary funds
- Coordinate logistics involving money including food, rental cars, flights, hotels, etc.
- Coordinate logistics not involving money including rooms for events, etc.
- Note that the treasurer coordinates logistics prior to events while the Programming Co-Chairs coordinate logistics during events

Advocacy Chair

- Coordinate petition efforts
 - Manage/monitor advocacy Google doc
 - Remind board members to reach out for signatures
 - Get a lot of signatures (lead by example)
 - Arrange all tabling efforts
- Be aware of all national J Street and J Street U advocacy efforts

Communications Chair

- Blitz
 - Manage J Street U blitz list
 - Craft and send campus and J Street U blitzes on time and according to plans
 - Create and send weekly This Week in J Street U blitz
 - Manage J Street U blitz account and forward blitzes when appropriate
- Facebook
 - Update page with articles and events
 - Increase number of likes on our page to increase awareness on campus
- Twitter
 - Tweet articles
 - Tweet about events
- Posters
 - Organize the creation of posters for events or tabling
- Other
 - Manage Google docs folder

Outreach Chair

- One-on-ones
 - Remind board members to complete one-on-ones
 - Monitor Google doc
 - Have a lot of one-on-ones (lead by example)
- Organizations

- Find and reach out to organizations for co-sponsorship
- Find and reach out to classes, programs, and organizations to increase membership and attendance at events

At-Large Board Member

- Advisor to the board
- Help with miscellaneous and overflow duties especially with respect to events
- Adhere to the general expectations of all board members