

## **NSSCC Open Board Positions 2024-2025**

### **SECRETARY**

The Secretary serves as record keeper for the Club. They may collect information ranging from meeting notes, to upcoming events, membership data and event attendance.

#### Responsibilities:

- Keep a permanent record of meeting minutes and present written minutes at board meetings for approval
- Support Club president around record keeping related to any Club activities
- Notify members (or all area alums) of the year's programs and meetings
- Report any changes of address to the Smith College records department
- Share appropriate materials with the Office of Alumnae Relations and Development and/or the Smith College Archives

### **EVENTS CHAIRS/COMMITTEE**

The Events Chairs are responsible for organizing the Club's two signature events, the Harvest Supper and Spring Luncheon, as well as regular Club gatherings and meet-ups.

#### Responsibilities:

- Identify potential locations for events and negotiate prices, menus, etc.
- Work with tech and communications chairs to create and send out invitations
- Manage invitations and RSVP lists
- Advertise events to recruit attendees
- Create engaging and inviting events designed to bring alums together and recruit new Club members
- Report to the board regularly on event planning, upcoming events, and event attendance

### **YOUNG ALUMNAE CHAIR**

The Young Alumnae Chair is responsible for engaging recent graduates and young alums to bring them into Club membership and, ideally, leadership positions.

#### Responsibilities:

- Work with tech and communications chair to create Club communications that will engage young alums
- Work with the events chairs to recruit young alums to attend events
- Actively engage with the young alums who attend Club events to make them feel welcome and share information about the Club with them
- Host special events for young alums
- Maintain communications and engagement with young alums in the area

### **AT-LARGE**

Board members at-large attend regular Board meetings and step in to assist on activities, events, and planning as needed. As a Board members, at-large members are also responsible for mentoring new Club members and engaging with potential new Club members.