

GBTA Georgia Chapter Board Responsibilities.	
Board Position	Responsibilities
President	<ul style="list-style-type: none"> • Develop and meet goals for GeorgiaBTA. • Provide vision, leadership, and support for board members/committees • Collaborate with officers to assign areas of responsibility • Orient new board members • Conduct board and member meetings • Facilitate smooth transition of Vice President to President's role
Vice President	<ul style="list-style-type: none"> • Provide back-up for President duties as needed. • Foster relationships with GeorgiaBTA's strategic partners • Oversee the Fundraiser Auction
Secretary	<ul style="list-style-type: none"> • Take minutes at each board meeting and distribute to board members and Administrator within 5 business days of board meeting. • Select speaker gifts. Ensure we have one for speaker at each meeting • Write "thank you" notes to speakers/sponsors • Coordinate Annual Toy Drive
Treasurer	<ul style="list-style-type: none"> • Work with GeorgiaBTA Administrator to verify and track monthly chapter financial activity • Provide chapter oversight of Administrator and Accountant
Past President	<ul style="list-style-type: none"> • Legal • Review / modify by-laws as needed • Assist with development of Board Members

Director of Membership	<ul style="list-style-type: none"> • Develop and chair the Membership Committee • Grow membership by 10% (new member companies) • Provide a list of monthly meeting guests • Develop and solicit renewals • Contact new members and remind them of meetings, meet them at door and sit with them during meetings to welcome them • Provide a monthly list to President of all NEW members who are in attendance so that they can be recognized at the meeting • Interview members and match talents to committees /assignments
Director of Board Development	<ul style="list-style-type: none"> • Assist President on an as needed basis with special Board projects. • Serve as a mentor for new Board members. • Responsible for monthly 50/50
Director of Scholarships	<ul style="list-style-type: none"> • Develop and chair the Scholarships Committee • Verify availability of relevant Scholarship Offerings & Applications • Promote, solicit, award, and administer scholarships. • Announce scholarships to the membership. • Liaison with Georgia State University students and faculty.
Director of Communications	<ul style="list-style-type: none"> • Develop and chair the Communications Committee • Develop GeorgiaBTA social media policy/parameters. • Post articles, notices and pictures to promote chapter, members, sponsors, and events • Update PowerPoint presentation for monthly meetings and other events • Feature partners in media channels to fulfill sponsorship commitments • Create ROI statements for new members and renewals. • Coordinate/Review/Update Board Members on GeorgiaBTA member surveys
Director of Monthly Meetings & Events	<ul style="list-style-type: none"> • Develop and Chair the Monthly Meetings & Events Committee • Solicit speakers for monthly meetings • Obtain bios, photos, take-aways, and provide write ups to Director of Communications and Administrator • Handle speaker travel arrangements including hotel and black car • Handle day-of-meeting needs for speaker.
Director of Education Day	<ul style="list-style-type: none"> • Develop and Chair the Education Day Committee • Develop Agenda and Topics for the Event. • Solicit speakers for the Event • Obtain bios, photos, take-aways, and provide wriptes up to Director of Communications and Administrator • Handle speaker travel arrangements including hotel and black car • Handle day-of-meeting needs for speakers.
Director of Venues	<ul style="list-style-type: none"> • Develop and Chair the Venue Committee • Locate and secure meeting sites and auction event • Negotiate rates and contract. Manage food and beverage. • Provide final guarantees • Manage A/V requirements • Act as Liaison with venue on the day of the event.

<p>Director of Corporate Sponsorship</p>	<ul style="list-style-type: none"> • Develop and chair the Sponsorship Committee • Maintain and grow existing sponsorships • Develop new sponsorships, including in-kind donations where applicable • Obtain logos, links, and write-ups to use in fulfillment of sponsorship agreement and provide to Director of Communications and Administrator • Work with partners to match message to monthly topic for Platinum Partners; promote each month and ensure they get their time at the podium • Work with Director of Communications to build value into sponsorship offerings and ensure sponsors are promoted according to sponsorship agreements • Work with Director of Membership to bring more value to new members through company-recognition opportunities
<p>Director of Community Service</p>	<ul style="list-style-type: none"> • Oversee annual Community Service Project. Manage day-of event. • Solicit event sponsors
<p>Director(s) At Large</p>	<p>Responsible for Ad Hoc Assignments as needed.</p>
<p>Rev. 6.21.2023</p>	