

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

President, GOOD Network

Roles and Responsibilities

- Key point of contact for all members and the Central Florida community (e.g., primary recipient of email inquiries through info@goodnetwork.us).
- Makes key decisions for the GOOD Network
- Sets strategy for the GOOD Network (including succession planning principles)
- Encourages members to embrace the vision and mission established for the GOOD Network
- Fields and answers all questions from members and the Central Fl. OD community
- Maintains regional network status with the national OD Network (www.odnetwork.org) and utilizes one free membership
- Attends annual national OD Network conference on behalf of GOOD
- Secures speakers and meeting locations for bi-monthly meetings with the assistance of the VP Development
- Manages RSVP submissions/questions for bi-monthly sessions
- Leads GOOD Network leadership team and team meetings if unable to attend, identifies another leadership team member to lead/close meeting)
- Hosts GOOD Network meetings: introduces speakers, identifies topics and locations for future meetings and other general housekeeping information (if unable to attend, identifies another leadership team member to lead/close meeting)
- Manages and maintains corporate non-profit status with the IRS (FEIN 41-2123185) – Timeframe for filing each year is Jan 1-May 1 (www.sunbiz.org)
- Ensures all GOOD Network functions are operating smoothly and assists when needed with: Finance, Membership, Development, Mentorship and Communications
- Attend all GOOD Network meetings or coordinate with another leader to cover meeting responsibilities
- Groom President-elect for role transition to President by:
 - Providing background information about their role and the GOOD Network as a whole (utilizing website for up-to-date information)
 - Encouraging open communication
 - Welcoming questions
 - Sharing documents, tools, plans, experience, and “lessons learned”
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 15-20 hours (more in months w/ bi-monthly meetings)

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

President-Elect, GOOD Network

- Leads GOOD Network meetings if President is unable to attend or selects a member of the leadership team to lead/close meeting.
- Plan and facilitate one Network meeting as President-Elect.
- Supports the Presidents with the following responsibilities:
 - Source Network speakers and meeting locations for bi-monthly meetings with assistance of VP of Development.
 - Review the bi-weekly email invitation to GOOD contact list.
 - Compiles attendance list for bi-monthly meetings.
 - Identify and help capitalize on creative, cost effective opportunities to build membership and market the GOOD Network.
- Supports the VP of Communications in the continued development of the GOOD Network website.
- Attend all GOOD Network functions and work with other members of the LT to cover responsibilities.
- Supports in sending the follow up survey to members and is responsible for collating/analyzing the feedback to ensure we remain relevant to our members.
- Takes ownership and prepares for the President role by asking questions, learning the role and fosters open communication.
- Supports the President and the LT in the succession planning by identifying scouting new officers.
- Meets with each member of the LT to understand their scope of responsibility prior to taking the President role.

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Vice President Finance & Membership, GOOD Network

Roles and Responsibilities

- Develops, maintains and communicates budgetary information with the GOOD Network leadership team
- Maintains relationship with Wachovia Bank including: depositing checks, managing account details, check cards for leadership team, etc.
- Manages online member listing, granting access based on membership dues payment
- Serves as administrator of PayPal online payment process
- Reimburses leadership team and members for expenses
- Tracks membership dues payment dates, collects payments in a timely fashion, and delivers receipts of payment for current members
- Contacts potential members who extend involvement beyond their initial first meeting to assess interest in membership and collect dues as needed
- Distributes invoices to members for company sponsored membership
- Purchases breakfast items and \$25 speaker gift certificates for each GOOD Network Meeting
- Answers member questions regarding status of membership dues and other financial questions as they arise
- Communicates and manages corporate membership rates and payment due dates for corporate members
- Manages GOOD Network PO Box 784528, Winter Garden, FL 34778-4528
- Attend all GOOD Network meetings or coordinate with President to cover meeting responsibilities
- Manages payment process for GOOD Network special events such as Joint Meeting with partner organizations, social events, etc.
- Sends follow-up survey after each meeting from SurveyMonkey to all attendees
- Orders nametags for leadership team
- Groom chair-elects for role transition to VP Finance & Membership by:
 - Providing background information about their role and the GOOD Network as a whole (utilize website for up-to-date information)
 - Encouraging open communication
 - Welcoming questions
 - Sharing documents, tools, plans, experience, and “lessons learned”

Monthly Time Commitment: 5-10 hours (During dues renewal period: 10-20 hours)

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Chair-Elect Finance, GOOD Network

Roles and Responsibilities

Assists VP, Finance with the following duties:

- Develops, maintains and communicates budgetary information with the GOOD Network leadership team
- Maintains relationship with Wachovia Bank including: depositing checks, managing account details, check cards for leadership team, etc.
- Manages online member listing, granting access based on membership dues payment
- Serves as administrator of PayPal online payment process
- Reimburses leadership team and members for expenses
- Tracks membership dues payment dates, collects payments in a timely fashion, and delivers receipts of payment for current members
- Distributes invoices to members for company sponsored membership
- Answers member questions regarding financial questions as they arise
- Communicates and manages corporate membership rates and payment due dates for corporate members
- Attend all GOOD Network meetings or coordinate with President to cover meeting responsibilities
- Manages payment process for GOOD Network special events such as Joint Meeting with partner organizations, social events, etc.

Monthly Time Commitment: 5-10 hours

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Chair-Elect Membership, GOOD Network

Roles and Responsibilities

Assists VP, Membership with the following duties:

- Conducts new member orientation at the beginning at each bi-monthly meeting
- Creates nametags for each bi-monthly meeting
- Contacts potential members who extend involvement beyond their initial first meeting to assess interest in membership
- Answers member questions regarding status of membership dues and other member questions as they arise
- Sends follow-up survey after each meeting from Survey Monkey to all attendees
- Orders nametags for leadership team
- Assists Co-Chair, Communication in gathering member spotlights for the GOOD Newsletter

Monthly Time Commitment: 3-5 hours

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Vice President Communication, GOOD Network

Roles and Responsibilities

- Key contact for all web and communication-related inquiries and updates (e.g., responds to info@goodnetwork.us email inquiries or forwards as appropriate)
- Defines strategy and is key decision-maker regarding Communication Guidelines and other aspects of member communication
- Maintains updated versions of Leadership Team documents (e.g., Communication Guidelines, Succession Plan, Roles & Responsibilities, etc.)
- Assist President and other GOOD Network leaders with communication to members or contacts via email, postal mailings, print brochures, etc.
- Maintains up-to-date member/contact list in conjunction with Finance and Membership chairs
- Oversees First & Second Chair-elect Communication to provide guidance and editing assistance with website and newsletter content
- Seeks out new opportunities to strengthen communication among members (e.g., via social networking online sites, informal events, etc.)
- Partners with Chuck Malani who serves as “technical consultant” for www.goodnetwork.us to make content and design enhancements and upgrades
- Partners with all GOOD Network leaders and members to gather feedback on website and information to continuously improve content, navigation and branding
- Maintains GOOD Network LinkedIn group administrator/owner status along with President and President-elect as “managers” of site
- Partners with VP of Marketing & Membership to develop new marketing or membership materials and/or gather information to drive attendance and enhance member benefits
- Develops and submits bi-monthly email invitations to GOOD contact list
- Manages Vendor/Consultant table and h-stake signage at bi-monthly meetings
- Attend at least 4 of 6 bi-monthly GOOD Network meetings
- Attend the majority of Leadership Team Meetings
- Groom chair-elect for role transition to VP Communication by:
 - Providing background information about their role and the GOOD Network as a whole (utilize website for up-to-date information)
 - Encouraging open communication
 - Welcoming questions
 - Sharing documents, tools, plans, experience, and “lessons learned”
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 15 hours

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

First Chair-Elect Communication, GOOD Network (Website)

- Manages website (www.goodnetwork.us), including regular content updates and minimal design adjustments
- Posts and updates on website:
 - bi-monthly communication on upcoming meetings and events
 - officer biographies and pictures
 - membership status information (in conjunction with VP Finance)
 - meeting materials and presentations
 - All other website content (managed with Expression Engine content management system)
- Takes pictures at bi-monthly meetings and posts on website/shares with 2nd Chair-elect for newsletter
- Maintains domain name accounts and site hosting registration for website
- Explore and support other web communication/networking vehicles such as LinkedIn, Facebook, etc. for application to GOOD Network
- Attend at least 4 of 6 bi-monthly GOOD Network meetings
- Attend the majority of Leadership Team Meetings
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 10 hours*

*A greater time commitment for learning website content management system may be required during introductory learning/mentoring period depending on skill level. However, in most cases, time frames for working can be set according to your own preference with most updates needing to be done prior to and after a bi-monthly meeting.

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Second Chair-Elect Communication, GOOD Network (Newsletter)

- Design layout and content for bi-monthly member newsletter using Microsoft Publisher or other layout design software
- Actively solicit content for newsletter from members
- Partner with VP Finance to manage payment for vendor/consultant ads
- Work with VP Communication for final editing of newsletter
- Manage distribution and printing of newsletter to be distributed at bi-monthly meetings
- Offers back-up support with other Communication items such as taking meeting photos, vendor table set-up, emailing membership, website support, etc.
- Attend at least 4 of 6 bi-monthly GOOD Network meetings
- Attend the majority of Leadership Team Meetings
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 10 hours (mostly concentrated in the weeks just prior to a bi-monthly meeting as newsletter is prepared)

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Vice President Development, GOOD Network

Roles and Responsibilities

- Lead quarterly book club meetings, set meeting location, provide framework for conversation, and provide options for next quarter's selection
- Partner with GOOD Network VP, Communication to distribute communication on quarterly book club meetings, bi-monthly meeting information, special event information
- Assist president in securing meeting locations, speakers, and cultivating a pool of potential speakers to call upon at future sessions or as "backup"; This could also include the following:
 - Serve as speaker liaison for content development, material preparation and resource needs
 - Serve as host liaison for room set-up, catering requirements, AV/technology, and check-in procedures, and parking requirements
 - Provide speaker biography, headshot, Learning Objectives to President, GOOD Network and VP, Communication
 - Serve as liaison between speaker and host
 - Assist with logistical needs for all bi-monthly meetings and coordinate with President, GOOD Network for "special" meetings, such as Best Practices and Joint
- Coordinate informal GOOD Network Spring "social event" such as the Rivership Romance outing, SAK Comedy Lab, OMA/Dexter's, etc.
- Attend all GOOD Network meetings or coordinate with President to cover meeting responsibilities
- Groom chair-elect for role transition to VP Development by:
 - Providing background information about their role and the GOOD Network as a whole (utilize website for up-to-date information)
 - Encouraging open communication
 - Welcoming questions
 - Sharing documents, tools, plans, experience, and "lessons learned"
 - Provide "workbook" and protocols
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 4-6 hours

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Vice President Mentorship, GOOD Network

Roles and Responsibilities

- Lead the set-up and planning for “Mentor Roundtable” sessions based on mentor availability and topics of interest
- Manage one-on-one Mentorship program for GOOD Network members
- Encourage active participation of mentors and mentees
- Conduct training for new mentors and mentees
- Interview mentors and mentees to determine interests, experience and mentoring goals
- Match mentors with mentees based on identified preferences
- Monitor success of Mentorship program and mentor/mentee combinations
- Market Mentorship program to GOOD Network members on an ongoing basis
- Attend at least 4 of 6 bi-monthly GOOD Network meetings
- Groom chair-elect for role transition to VP Mentoring by:
 - Providing background information about their role and the GOOD Network as a whole (utilize website for up-to-date information)
 - Encouraging open communication
 - Welcoming questions
 - Sharing documents, tools, plans, experience, and “lessons learned”
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 2-4 hours

**2010 Greater Orlando Organization Development (GOOD Network) Leadership Team
Roles & Responsibilities**

Member at Large, GOOD Network (2-3 positions)

Roles and Responsibilities

- Serves as a “sounding board” member of the GOOD Leadership Team and maintains position as the “voice” of membership by actively participating in GOOD events and connecting both formally and informally with members
- Acts as “assistant coordinator” for special projects, tasks, or assignments that are unique or occur infrequently (e.g., Assists with coordination of Member Surveys, Expos/Conferences/Events, joint bi-monthly meetings with partner organizations, Special Interest Groups (SIGs), etc.)
- Supports each Leadership Team office as needed (the following includes examples of times when assistance may be required):
 - Membership – New Member/Guest Orientation
 - Communication
 - Development/administration of a Member Survey
 - Support for website
 - Finance
 - Assist in contacting non-members that have attended meetings as a guest more than once.
 - Development
 - Assist with meeting logistics such as making copies of hand-outs for the presenter and bringing them to the meeting
 - In case of the absence of the VP-Development on the meeting day, greet the presenter and support as liaison between the presenter and/or the President and the contact person for the hotel/meeting venue (e.g., microphones/flip-charts/table arrangements, etc.)
 - In case of the absence of the VP-Development, facilitate the GOOD Network Book Club meeting.
 - Mentoring
- Attend at least 4 of 6 bi-monthly GOOD Network meetings
- Attend the majority of Leadership Team Meetings and speaks on behalf of GOOD members
- Serve as potential backfill for any other Chair-elect or VP positions
- Identify and capitalize on creative, cost effective opportunities to build membership and market the GOOD Network

Monthly Time Commitment: 2-3 hours