

St Louis Employee Relocation Council Board of Directors

Roles & Responsibilities

President (1 year max term)

- Acts as mentor and resource to the Board
- Serve as the official STLERC liaison of the Midwest Relocation Conference, or delegates the responsibility as appropriate
- Attend MRC Executive Committee Meetings
- Preside over all STLERC meetings
- Preside over all regular board, special, and strategic planning meetings
- Preside over the Executive Committee
- Set meeting dates and locations of board meetings
- Direct the action of other board members as needed
- Schedule any special (Bylaws) and strategic planning meetings as needed
- Create and circulate board meeting agendas to directors in advance of meeting date and with enough time to allow for proposed changes
- Attend and contribute to STLERC committee meetings as appropriate
- Approve of all official and external STLERC Communications before publication
- Notify STLERC board members of all issues requiring a vote; with the exception of new member candidates which is administered by the Membership Secretary
- Tally vote results and report result to board members
- Oversee succession planning and select nominating committee to propose slate of incoming directors to fill vacant slots for the upcoming year
- Seek resignation of non-participating STLERC board members
- Attend ERC sponsored events for regional leaders to represent STLERC Board
- Sign STLERC checks when Treasurer is unable to do so
- Has bank signatory authority
- Conduct individual meetings with board members, as needed
- Represent STLERC at national and regional relocation functions whenever possible
- Update ERC with new regional leader contact information
- Direct all STLERC board business

Vice President

- Serve when the President cannot
- Hold one seat on the Executive Committee (not to be combined with other Executive Committee positions)
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Serve on the nominating committee and assists with succession planning
- Has bank signatory authority at discretion of the President
- Keep record of all VP related material to share with incoming Vice President during role transition meetings
- Represent STLERC at national and regional ERC functions whenever possible
- Work closely with the President and stay apprised of all aspects of STLERC operations

Program Planning

- Preside over STLERC Program Planning Committee
- Supervise STLERC meeting plans for the year
- Survey the membership for feedback on meeting performance and ideas for future events & programs
- Prospect and select venues
- Designate topics and secure speakers for programs
- Provide meeting information as early as possible to board members responsible for communications, publicity & marketing and membership.
- Work with Treasurer to prepare a budget for each event that includes all aspects of potential event cost
- Set registration fee for meetings based on expense evaluation vs. anticipated attendance
- Work with administrator to monitor meeting attendance trends and to project future attendance
- Work with Treasurer to structure program budgets to generate enough revenue to fund designated STLERC expenditures
- Provide regular budget and meeting plan updates to the board
- Designate registration table greeters for each event
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Program Planning related material to share with incoming Program Planning Chairman during role transition meetings.
- Conduct committee meetings as needed throughout the year

Membership Secretary

- Preside over STLERC Membership Committee
- Hold one seat on Executive Committee
- Solicit candidates for membership in STLERC
- Review all membership applications and conduct candidate interviews
- Evaluate candidate application against STLERC membership requirements as stated in Bylaws and present candidate and recommendation to board
- Conduct vote for all STLERC member candidates
- Report to the board the status of all membership applications and candidates
- Send congratulatory letter to approved members
- Contribute to survey of the membership for thoughts and ideas on how to increase value of STLERC membership
- Oversee annual membership renewal campaign
- Review and update STLERC target prospective member list annually
- Delegate target candidate outreach assignments to committee – follow up annually with all targets on list
- Conduct committee meetings as needed throughout the year
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Membership related material to share with incoming Membership Secretary during role transition meetings

Secretary

- Hold one seat on Executive Committee
- Take minutes of all board meetings
- Execute revisions to Bylaws as approved by board and validates with signature
- Prepare template of board meeting notes template to share in advance of board meeting, and circulates draft of meeting minutes after board meeting
- Email final draft of meeting minutes to President for review and approval
- Distribute final version of meeting minutes to all board members
- Ensure minutes are properly achieved for future reference and use
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Recording Secretary related material to share with incoming Recording Secretary during role transition meetings

Treasurer

STLERC is a not-for-profit corporation that operates on a calendar year, cash basis. The Treasurer reports to the President and is responsible for the Treasury operations of STLERC which include:

- Cash management
- Reconciliation of monthly statements
- Care & custody of funds and other financial assets and records
- Consolidation of annual budget or expense/income estimates provided by committees
- Preparation of general operations budget or expense/income statement for calendar year
- Preparation of financial reports for board meetings
- End of year report of Treasury performance and financial health of STLERC to board
- Hold & maintain STLERC debit card
- Has bank signatory authority
- Ensure timely payment of all invoices
- Ensure tax returns and audits are completed and submitted/filed on time
- Ensure all insurance policies are active and that premiums are paid on time
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Treasury related material to share with incoming Treasurer during role transition meetings
- Hold one seat on the Executive Committee

Corporate Liaison – Must be a Corporate Member of STLERC

- Preside over Corporate Advisory Committee
- Communicate needs for Corporate Member Only events to Program Planning and contribute to planning process as appropriate
- Serve as primary liaison between the corporate community of STLERC and the relocation industry to STLERC board of directors
- Voice needs and views of corporate membership
- Promote corporate membership and assist STLERC membership committee with campaigns to target new corporate members
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Corporate Advisory related material to share with incoming Corporate Advisory Chair during role transition meetings

Communications

- Preside over the STLERC Publicity & Marketing Committee
 - In conjunction with President, serve as official STLERC liaison to other industry groups and associations
 - Conduct committee meetings as needed throughout the year
 - Author a Publicity/Marketing plan and develop timeline for accomplishing goals
 - Submit all worthy STLERC related news to industry and association publications, blogs, and other communication vehicles as appropriate
 - Delegate action items to committee as appropriate
 - Identify need for and oversee development of all marketing material
 - Meet all publicity deadlines
 - Follow through on any objectives brought to the committee by the STLERC board
 - Manage representation of STLERC at any industry/association events hosted in Chicago
 - Provide thank you notes and secure gifts when appropriate for all speakers and presenters at STLERC meetings
 - Attend all STLERC Board and Membership meetings as directed per the Bylaws
 - Keep record of all Publicity & Marketing related material to share with incoming Publicity & Marketing Chairman during role transition meetings
-
- Set timeline for production of the Newsletter and execute on deadline
 - Actively seek and edit content for all STLERC communications
 - Consolidate and produce news, updates, and announcements of STLERC business to membership distribution
 - Attend all STLERC Board and Membership meetings as directed per the Bylaws
 - Keep record of all Communications related material to share with incoming Communications Chairman during role transition meetings

Charitable Causes

- Preside over Charitable Causes Committee
- Research and propose designated charitable organizations to STLERC
- Evaluate and maintain relationships with all designated STLERC charities, report status to board annually
- Serve as official liaison to all designated STLERC charities
- Coordinate with Program Planning to oversee all philanthropic events and efforts
- Report results of all philanthropic efforts to board and membership
- Provide recap of philanthropic efforts and results to STLERC communications and Publicity & Marketing for appropriate recap and promotion
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Conduct committee meetings as needed throughout the year Charitable Causes
- Keep record of all Charitable Causes related material to share with incoming Charitable Causes Chair during role transition meetings
- Preside over the Education Committee
- Schedule, plan, and execute educational events
- Work closely with Program Planning for opportunities to enhance formal programs and to avoid overlap in program topics
- Plan and execute CRP Exam Preparation Course annually
- Oversee and supply all resource information referenced on STLERC website
- Attend all STLERC Board and Membership meetings as directed per the Bylaws

Sponsorship

- Preside over Sponsorship Committee (as needed)
- Secure sponsors for all STLERC meetings and special events when applicable
- Evaluate and propose adjustment to STLERC sponsorship levels as appropriate
- Solicit support of all STLERC sponsorship opportunities and work with Communications to effectively promote STLERC sponsorship
- Gather and share STLERC Sponsor logos and company information with Communications Chair and Social Media Chair
- Thank all Sponsors leading up and throughout events
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Sponsorship related material to share with incoming Sponsorship Chair during role transition meetings
- Conduct committee meetings as needed throughout the year

Social Media

- Preside over Social Media Committee (as needed)
- Develop annual social media calendar, promoting STLERC events, membership, sponsorship and charitable causes, in addition to industry-related events
- Create original content for STLERC Facebook & LinkedIn Pages
- Work with Sponsorship Chair to gather logos and promote meeting & website sponsors
- Work to grown STLERC online presence, regularly tagging Board Members and supporting the Communications Chair's efforts
- Attend all STLERC Board and Membership meetings as directed per the Bylaws
- Keep record of all Sponsorship related material to share with incoming Sponsorship Chair during role transition meetings
- Conduct committee meetings as needed throughout the year