



## **BPC Board Positions 2022-2023**

We invite you to volunteer and join the BPC Board. If you are interested in being part of this creative and dedicated community of parents, please read through the position descriptions below (listed in alphabetical order). You may look for a role that fits your skill set, interests, and schedule. All positions require attendance at a monthly Board meeting, which is the last Wednesday evening of each month, with additional time commitments based on the role (estimates provided below).

To submit your name for consideration for the 2022-2023 Board, please use this [form](#). It is recommended that you select at least three positions and rank them in order, according to your interest. The role begins on July 1, 2022, after a transition Board meeting on June 29, 2022. If you have any questions, please contact Melissa or Karen at [president@burlingameparentsclub.org](mailto:president@burlingameparentsclub.org).

Thank you and we look forward to hearing from you!

### **Positions** *(in order)*

**Advertising & Partnerships Manager**

**Editors**

**Event Communicator**

**First Time Parents' Coordinator**

**Helping Hands Coordinators**

**Membership Coordinators**

**Outings Coordinators**

**Playgroup Coordinators**

**President**

**Secretary**

**Social Media & Community Voice Manager**

**Social Team**

**Speaker Series Coordinator**

**Treasurer**

**Vice Presidents**

**Vice President of Operations**

**Volunteer & Meal Train Coordinator**

**Website Managers**

**Working Parents**

**Other Non-Board Roles**

## **Advertising & Partnerships Manager**

### **(2 positions)**

*Time per month: 10-15 hours [advertising@burlingameparentsclub.org](mailto:advertising@burlingameparentsclub.org)*

The Advertising Partnerships Manager (APM) job is to generate funds for the club and discounts for our members.

To generate advertising revenue, APMs work with local businesses to:

- 1) sells ad space on our website, social media, and E-bulletin
- 2) offer sponsorship opportunities at various member events or any number of BPC hosted events. (i.e. table space at Halloween Parade or Holiday Party)

This position answers requests from potential advertisers and follows up on renewals, payment, and advertising creative. Every month, the APMs supply a complete list of advertisers and creative files to the Blog and E-bulletin Editors. The APMs also collect payments and coordinate with the Treasurer on payments received.

APMs also manage the collection of payments for businesses who want to sponsor a BPC event. The APM matches businesses who may benefit from a BPC event and vice versa. In addition, the APMs work closely with other Committee Chairs to understand their needs. APMs field inbound requests and offer the best advertising vehicle for the business to be mutually beneficial.

Because the APMs are the first contacts with local businesses, they are responsible for establishing, maintaining, and negotiating partnerships with businesses in the community when available. For example, the APMs can work with a local restaurant to provide a 10% discount to BPC members and coordinate with Social Media and the Editors on ad created by the business.

Along with these duties, the APMs attend the monthly Board meetings and participate in discussions on how to grow and improve the services that the Club offers to its members.

This is a great opportunity to get to know businesses in the area. If you are organized and have an interest in advertising or marketing, this is the position for you.

### *Summary of duties:*

- Manage advertising for online; including responding to requests for information, suggesting new options to potential advertisers, and managing the advertising schedule.
- Work with the President/Treasurer on monthly advertising goals.
- Track advertising payments.
- Ensure appropriate billing and collections.
- Keep a spreadsheet with leads, instructions, billings, and any other detail regarding advertising.
- Effectively communicate and trouble-shoot with potential advertisers.
- Seek out new partnerships with local businesses, and attempt to get 1-3 new businesses each month.
- Compile a list of all discounts available to BPC members, for the e-bulletin, and other social media channels.
- Follow through with all businesses that contact the BPC. If we are not planning to do an event with them, make sure to respond and identify whether they might be willing to donate goods to support a future event and leave them with a positive impression of the BPC.
- Respond to businesses who want to sponsor an "outing" or small event with the BPC. Encourage them to provide a discount to our members given that we cannot be a marketing vehicle for many local businesses who want to put on an activity for a small number of BPC members. These inquiries may come directly from the businesses or many may be passed on from the applicable teams



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- Follow through with all other people that initiate contact with the BPC (e.g., community sports leagues, individuals, etc.) to figure out whether there is a partnership opportunity.

### **Editors**

#### **(2 positions)**

*Time per month: 15-25 hours [editor@burlingameparentsclub.org](mailto:editor@burlingameparentsclub.org)*

The editors are responsible for creating informative and engaging content through weekly posts on the BPC Blog and monthly E-Bulletin updates. The BPC Blog features original articles as well as reposts to other resources, while the E-Bulletin features info about BPC and wider community events, event recaps, and info from partners.

#### *Summary of Duties:*

- E-Bulletin
  - Email the BPC Board on the 3th of every month seeking information for the E-Bulletin, and send a reminder email on the 8th.
  - Collaborate with Advertising to ensure that partners are featured.
  - Review BPC website, especially upcoming events, to ensure that all upcoming events are featured.
  - Promptly answer emails involving information that needs to be added to the E-Bulletin.
  - Format (headings, numbers, links, paragraphs, etc.) the E-Bulletin on the BPC website, as needed, using basic design knowledge
  - Edit any information (spelling, grammar, format, etc.) on the E-Bulletin as necessary.
  - Consult the Website Manager as needed for help with Club Express.
- Blog
  - Create and maintain a schedule of articles to run over the course of the year.
  - Solicit post ideas from the Board and community members.
  - Collaborate with Advertising to ensure that partners are featured.
  - Promptly answer emails involving information that needs to be added to the Blog
  - Format (headings, numbers, links, paragraphs, etc.) the Blog on the BPC website, as needed, using basic design knowledge
  - Edit any information (spelling, grammar, format, etc.) on the Blog as necessary.
  - Consult the Website Manager as needed for help with Club Express.
  - Work closely with Social to ensure that Blog posts reach a wide audience, providing Social with open source or BPC-specific images, short-form summaries of the pieces, and links to the posts.

### **Event Communicator**

#### **(1 position)**

*Time per month: 10-15 hrs per month*

The Event Communicator helps to inform our membership and all board members about events occurring each month by posting information about the events on our website. This is a great way to know all the events that BPC hosts and be the first to sign up.

#### *Summary of duties:*

- Board members should provide the information about the event details for you to include in the post, but you may need to have some correspondence with them to get details figured out.
- Check the invitation weekly to assess whether we need to send out another announcement.

- Set up invitations for the event to members and reminders to those registered the week before the event and again the day before the event.
- Assist with questions from members about canceling an event registration or registering for an event.
- Update past events with pictures and a memo provided by the event coordinator.

## **First Time Parents' Coordinator**

### **(1-2 positions)**

*Time per month: 10-15 hours [firsttimers@burlingameparentsclub.org](mailto:firsttimers@burlingameparentsclub.org)*

The First Time parents (FTP) coordinator has the rewarding responsibility of creating valuable and fun ways to help support BPC's first time parents (parents with one child under 12 months old). Ideas include scheduling FTP events (speakers, mom & baby, and mom-only outings, etc.), supplying content for the FTP column in the BPC Blog, updating the FTP resource packet, emailing relevant information and being available for questions and support. Most of the work can be accomplished via email from home. Some phone calls are required and attending FTP events is required. The FTP coordinator should also attend New Member events in order to welcome many of the new FTPs in person as they join the club. This job is incredibly rewarding for those who enjoy helping others - or for those who love giving advice on being a new mom! It's fun to be considered "the expert"! The FTP coordinator helps an especially appreciative and enthusiastic group.

#### *Summary of duties:*

- Provide resource contacts, support, and other information for all first-time parents with one child under 1 year.
- Organize relevant topics for FTP discussion sessions.
- Update the FTP Resource Packet and post on our website.
- Write articles for a special FTP section of the blog four times per year.
- Organize monthly FTP events during the year.
- Respond to FTP questions from membership.
- Coordinate with current board members to organize FTP outings (or outings targeted for parents with children 12 months and younger).
- Attend BPC new member events to meet FTPs and offer FTP information.

## **Helping Hands Coordinators**

### **(1-2 positions)**

*Time per month: 5-15 hours (depending on projects) [helpinghands@burlingameparentsclub.org](mailto:helpinghands@burlingameparentsclub.org)*

If you are looking for a way to get involved in community service, then this is the job for you! The Helping Hands Coordinators' main focus is to direct the club's attention to community projects and charitable organizations in the local area. These projects historically have included the Thanksgiving Food drive, Holiday Toy Drives, Mothers' Day Gifts, School Supply Drives, volunteer events with SF Marin Food Bank and Second Harvest, identifying and coordinating other in-kind drives and cash donations for local charitable organizations and emergency funds.

The opportunity exists to conduct new outreach projects each year. The coordinators hold a special interest in the improvement of the community-at-large and the belief that the Burlingame Parents' Club can make a difference.

#### *Summary of duties:*

- Prepare an annual budget of beneficiary organizations to be approved by the BPC Board.
- Coordinate projects in the community to the club's participation.
- Communicate volunteering opportunities for parents and children.



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- Brainstorm on how to add a charitable component at BPC events (Social, Speaker events, etc.) and assist in execution; organize and implement these outreach projects as appropriate.
- Prepare information regarding outreach projects and recaps of events for the blog or e-bulletin when appropriate.
- Send thank you notes as appropriate.
- Help the Social Team solicit vendor donations for specific outreach projects (e.g., Thanksgiving food drive items, Holiday toy drives).

### **Membership Coordinators**

#### **(2 positions)**

*Time per month: 10-15 hours (each) [membership@burlingameparentsclub.org](mailto:membership@burlingameparentsclub.org)*

The Membership Coordinators are the first point of contact for people interested in joining the BPC. We hope to make each person feel welcome and excited about becoming a BPC member. Being a Membership Coordinator is a wonderful way to meet lots of people and share all the fun of the club with new members. The membership team may be composed of two people. Split responsibility for responding to emails from prospective and existing members, processing new member applications based on membership guidelines, serving as the membership liaison to the BPC Board, coordinating new member events, providing welcome packets, managing renewals. Both Membership Coordinators attend new member events.

#### *Summary of duties:*

- Respond to membership inquiries. Guide people through the application process and questions.
- Schedule and coordinate new member events every 2-3 months (e.g. Welcome happy hours, family picnics in the park). Make a presentation at each event about BPC benefits, activities, volunteering, and commitment.
- Update all membership forms and provide updates to membership rates, membership types
- Keep track of membership activity, problems, and resolutions.
- Put together and bring welcome packets to all new member events (e.g. keyfobs, welcome sheet, and bulletin)
- Compile new member bios for the blog.
- Create bi-annual survey and submit to membership for feedback and suggestions.

### **Outings & Playgroups Coordinators**

#### **Outings (1-2 positions)**

*Time required per month: 12 -15 hours [outings@burlingameparentsclub.org](mailto:outings@burlingameparentsclub.org)*

Do you enjoy going places that few playgroups have ever gone before? Is your idea of a great time planning an event that gets the community buzzing? Then you're the perfect person to coordinate the BPC outings! The outings coordinators are responsible for arranging creative events to benefit members and their families, hosting the outings, taking photos, preparing announcements or reviews for the blog. As a Board member, you also attend monthly board meetings, keep a record of the outings, and attend each outing that you planned. If you cannot attend, find another board representative to be there.

#### *Summary of duties:*

- Coordinate and attend a minimum of two outings per month to benefit members and their families.

- Consider balancing events across groups (babies vs. preschoolers vs. just parents) and cost (free vs. member paid).
- Consider that the best outings are those the members could not do on their own (behind-the-scenes, private party, or class) and those that are hands-on (kids doing vs. just watching).
- Be responsible for all monies and reimbursements related to each event.
- Reply to emails from local businesses inquiring about partnering with Outings. Assess feasibility of outings with businesses that inquire and discuss details with point-people.
- Prepare information about future outings and submit to editors of the blog and e-bulletin.
- Gather photos of outings from members for the blog.
- Send thank you notes when appropriate.
- Record any information regarding outings, i.e. requests, price, availability, location, etc., in the outings coordinators' Google Sheet.

### **Playgroups (1-2 positions)**

*Time per month: 12-15 hours [playgroups@burlingameparentsclub.org](mailto:playgroups@burlingameparentsclub.org)*

Playgroups are one of the main benefits of joining the BPC, and being a Playgroup Coordinator is a great way to meet lots of members and be a vital part of the club. The Playgroup Coordinators manage age-based, neighborhood, and specialty playgroups. Playgroup Coordinators are responsible for keeping track of existing playgroup information such as playgroup name, rep's name, and contact info, and coordinate the creation of each new playgroup. Playgroup Coordinators attend New Member events to facilitate the formation of new playgroups or place new members in existing groups. The Playgroup Coordinators provide information to the editors on a monthly basis, handle emails regarding playgroups, and communicate any playgroup-related issues and concerns to the BPC Board. This position is a great way to get involved in the BPC!

#### *Summary of duties:*

- Place club members who wish to be involved in a playgroup.
- Keep a record of all playgroup representatives.
- Check with each playgroup representative and survey playgroup members periodically.
- Be available to playgroup members who might have any problems or concerns.
- Provide playgroup updates or other relevant information for the newsletter.
- Work with the Events Team to plan the playgroup and neighborhood representative events once a year.
- Coordinate Breastfeeding seminar for each new age-related playgroup 3-4 times a year.
- Meet with the new leaders for each age-related playgroups to give them the Monkey Mat and a BPC hat.

### **President**

#### **(2 positions)**

*Time per month: 30+ hours [president@burlingameparentsclub.org](mailto:president@burlingameparentsclub.org)*

Are you a visionary who likes to think about the big picture and work with others to implement your plans? The President oversees all facets of the BPC and collaborates with Board members to coordinate club activities and events. Each month, the President runs the Board meeting. The President has frequent contact in person, telephone, and email with all Board members, as well as with the membership. Acts as a spokesperson for the club within the community. The President works closely with the Vice Presidents, Treasurer and Secretary (Executive Leadership Team) throughout the year. The President chairs the Executive Leadership Team. This job requires solid organizational and time management skills. The President should try to attend as many club functions throughout the



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year as possible. Ideally, the President serves a two-year term, and must have fulfilled at least a one-year term in any Board position.

### *Summary of duties:*

- Preside over Board meetings and attend as many BPC events as possible.
- Works with the Executive Leadership Team to set agendas for Board meetings.
- Work with the secretary to create and archive the record of monthly Board meetings.
- Lead meetings with the Executive Leadership Team (Treasurer, Secretary, and Vice Presidents).
- Ensure Board representation at all BPC events and meetings.
- Respond to all emails directed to [president@burlingameparentsclub.org](mailto:president@burlingameparentsclub.org).
- Oversee all facets of the club and performance of Board members.
- Act as club spokesperson and community liaison.
- Mediate problems within the club. Address non-performance of duties by Board members by requesting that they step aside or by placing an additional person in the position.
- Be the liaison (with VPs) to other Bay Area Parents' clubs and distribute relevant information to BPC Board members from other Parents' clubs as necessary.
- Recruit members to fill any open Board positions. Conduct and oversee the placement process for the next Board year in conjunction with the Placement Committee.
- Act as second signatory on bank account.

### **Secretary**

#### **(1 position)**

*Time per month: 8 hours* [secretary@burlingameparentsclub.org](mailto:secretary@burlingameparentsclub.org)

Do you like being on top of all the latest happenings? The Secretary is always current on the latest BPC business. The primary function of this position is to attend and take minutes at the monthly Board meetings, which are usually held the last Wednesday of every month. The Secretary creates the agenda for the monthly meetings, with input from the executive Leadership Team, and records and drafts minutes of the meetings. Whoever accepts this board position must commit to attending all board meetings. The Secretary mails any club correspondence. The Secretary also creates and updates the rosters for the board, including the photo rosters, which includes family data of all board members. The Secretary ensures that the Board is compliant with the bylaws in collaboration with the VP of Operations. She works closely with the President on many aspects of the running of BPC. The Secretary has previously served one year in any BPC Board position.

### *Summary of duties:*

- Member of the Executive Leadership Team
- Attend all board meetings and record and distribute minutes of the meetings.
- Prepare and distribute the board roster..
- Prepare and distribute board meeting invitations each month, including agendas and supplemental materials.
- Keep a record of attendance by taking roll call at board meetings.
- Send correspondence from BPC as required.
- Secretary must have access to his/her own computer to bring to the meetings to take notes

## **Social Media & Community Voice Manager**

### **(1 position)**

*Time per month: 10 hours [communityvoice@burlingameparentsclub.org](mailto:communityvoice@burlingameparentsclub.org)*

The Social Media Manager is the voice of BPC and the Community. The Manager helps publicize BPC using Facebook, Instagram, and any other social media channels. This is an invaluable position as it helps grow membership and builds a supportive community for parents, by providing them with just a daily laugh or tid-bit of information that can help them get through the day. The role manages all aspects of BPC Instagram, and the BPC Facebook page (updating both as required).

#### *Summary of Duties:*

- Review members' posts and comments on the website and facebook and remove posts that do not meet the forum and facebook guidelines.
- Find fun articles or memes to share to help create a social community
- Researches and communicates events that are free and family focused in the community
- Approve requests to join the BPC Facebook group.
- Create BPC accounts for Pinterest or other social media channels that might be useful for our members.
- Broadcast about elementary school registration, important neighborhood crime and safety information, major traffic incidents, etc.
- Act as liaison with local School Districts and community organizations to obtain relevant information from each about events and issues and communicate that information to the BPC membership. gfggf
- Educate and inform members regarding parenting or education related materials

## **Social Team**

### **(2-3 positions)**

*Time per month: 8-10+ hours (depends on event) [social@burlingameparentsclub.org](mailto:social@burlingameparentsclub.org)*

The position of social coordinator is perfect for the person who wants to contribute to the board but has a flexible schedule based on events' needs. It requires excellent organizational skills, creativity, and lots of energy. The social coordinators organize showcase events throughout the year: Summer Social, Halloween Event, Holiday Party, Spring Fling, and Parents' Party. New event ideas are always welcome!

Detailed event notes from previous years help to facilitate the planning and execution of the events. The social coordinators are responsible for maintaining BPC's storage unit, setting/cleaning-up each showcase event, directing volunteers at the event, and soliciting donations as needed. The social coordinators also are responsible for overseeing general promotion of upcoming events, taking photos at the events, and writing a "write-up" of the event for our newsletter. This is a shared position. The time commitment varies by month depending on the timing of planned events. Social coordinators are expected to attend the monthly board meetings. This is a fun position and a fantastic way to meet other people and use your creativity.

#### *Summary of duties:*

Request budget allocation for each event at the start of the budget year (July).

- Review budget allocation and make changes if required.
- Coordinate club social events including set up and clean up. Includes managing five large events each year; the Summer Social (Aug), Halloween Party (Oct), the Holiday Party (Dec), the Spring Fling (Apr), and Parents' Party. During the 2020-2021 year we hosted different COVID compliant events that included social distancing, scheduled time slots, limited capacity, and were all outdoors. The events were a Scavenger Hunt, Pumpkin Patch, Holiday Party, etc. Light Fest at CuriOdyssey was planned but cancelled due to Bay Area mandates and a Spring Fling was planned as well.



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- Roles (to be divided among social coordinators) include coordination of event volunteers, food and beverage, facilities rentals, communications, entertainment, and event marketing. In addition, each event requires an event leader.
- Review state and county health mandates and make sure the event can be put on safely by following all safety precautions and rules when planning events. *For example:*
  - When hosting or planning an outdoor event, enforce mandatory mask wearing
  - Make sure there are hand washing stations or hand sanitizer
  - Print safety signs for the event
  - Have event attendees sign health waivers before entering the event
  - Have attendees sign up for time slots to ensure capacity limits are followed and social distancing can be maintained.
  - Have volunteers wear gloves if handing out items.
  - Don't plan high touching events, *example:* shared food or drinks, shared crafting supplies.
  - When needed, think outside the box to pivot an event plan from in person to drive through
  - Create more socially distanced pickups if state or local mandates shut an event down.
- Submit reviews of events and photos for each edition of the blog.
- Submit details and information regarding future events to each edition of the blog or e-bulletin.
- Oversee BPC storage locker and be responsible for the storage of all decorations and party materials.
- Send thank you notes when appropriate.
- Record any information regarding events, i.e. requests, price availability, location, potluck needs, decorations, etc., in the social coordinator's online notebook.
- Solicit donations or sponsorships as needed.
- Coordinate with treasurer for all monies and reimbursements related to each event.

### **Speaker Series Coordinator**

#### **(1-2 Positions)**

*Time per month: 10-12 hours [speakers@burlingameparentsclub.org](mailto:speakers@burlingameparentsclub.org)*

The speaker coordinator researches and selects guest speakers that would best fit the BPC audience/interests. Responsible for up to 6 speaker events throughout the year plus lead the BPC Preschool Fair Event in November. She/He arranges for any payment to the speaker, confirms the event, and sends thank you letters. She/He greets and introduces the speaker at each Speaker Series event. If necessary, the coordinator is responsible for securing a venue. They are also responsible for set-up, clean up, and closing the room at the end of each event with volunteers coordinated by the Volunteer team. Attendance is required at the monthly board meetings and the Speaker Series events.

#### *Summary of duties:*

- Coordinate speakers for up to six Speaker Series events, including all necessary correspondence (confirmation letters and thank you notes).
- Coordinate and Lead annual Preschool Fair Event held in November.
  - Create a Task Force consisting of 5 to 7 board members to assist at the event
  - The event was held over Zoom this past year, which has become the preferred method, and was well received.
  - Notes and documents from the 2021 Preschool Fair Task Force will be available.
- Book venue and purchase (or solicit sponsorship) for snacks & beverages at event.
- Attend all Speaker Series events.
- Open and close any meeting room.
- Coordinate with the volunteers to set up and clean up at these meetings

- Coordinate with the treasurer for monies and reimbursements for speaker, venue, and expenses.
- Introduce the speaker at the Speaker Series.
- Prepare and submit the upcoming Speakers event details for e-Bulletin, Facebook and Instagram.
- Submit blurb to Event Coordinator to encourage attendance and RSVP of Speaker Series events.
- Submit picture and statement about the event for Social Media postings..

## **Treasurer**

### **(1 position)**

*Time per month: 10-15 hours (25 hours during annual budget review & tax filing)*

*[treasurer@burlingameparentsclub.org](mailto:treasurer@burlingameparentsclub.org)*

The Treasurer is a great stand-alone position, with the sole responsibility of managing the club finances. This job is flexible and can be done on your own hours. While the Treasurer has the opportunity to interact with all Board members during the expense reimbursement and revenue deposit process, s/he works most closely with the President, the Membership Coordinators, and the Advertising Managers to ensure that the books and BPC records are accurate.

The role is part of the Executive Leadership Team. The Treasurer pays all recurring bills, deposits advertising revenue, reconciles payments made via BPC Club Express and PayPal, reimburses expenses and maintains records of all deposits and payments. The Treasurer uses Quicken to post all transactions and to produce budget reports, and keeps the Board updated on the budget status. The Treasurer is responsible for preparing the following year's budget and conducting the mid-year budget review to be agreed upon with the President. In addition, the Treasurer monitors the club's tax status and filing requirements and works with the external tax advisor by preparing all inputs for the tax filing. Must be on board for minimum of one year.

### *Summary of duties:*

- Member of the Executive Leadership Team.
- Chief custodian of all funds. Keep an accurate record in the Treasurer's notebook of all money received and paid out.
- Receive and reconcile all funds for the BPC (membership revenue, advertising revenue and donations).
- Pay all BPC bills and reimburse all member expenses.
- File and preserve all receipts, bank statements, and canceled checks.
- Report cash totals and budget information at all Board meetings.
- Coordinate tax preparation with an external tax advisor.
- Handle changeover for incoming Treasurer (signature cards, account information, etc.)
- Determine need for a treasurer assistant that performs in a non-Board role.

## **Vice Presidents**

### **(2 positions)**

*Time per month: 15 hours [vp@burlingameparentsclub.org](mailto:vp@burlingameparentsclub.org)*

This board position is designed to provide ongoing support to the President and other board positions to help each board member fulfill his or her responsibilities. It is an Executive Leadership Team role. As necessary, the VPs lead the monthly board meetings and breakout sessions if needed.

The Vice President position requires a person who is flexible and innovative with ideas to help keep the club vibrant. She or he should also be creative in finding ways to help keep morale positive on the board and help the board get to know each other throughout the year. The position is responsible for coordinating fun and festive social functions for the board members.



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The VPs need to have a strong working knowledge of the club and the day-to-day issues in order to provide support and backup for the President. The VPs must have served on the BPC Board for at least one year. The VPs attend all board meetings and as many other BPC events/activities as possible.

### *Summary of duties:*

- Member of the Executive Leadership Team.
- Provide assistance and support to the President as needed in completion of her duties.
- Provide leadership and recommendations for running the BPC (i.e. social media content, events, etc.)
- Arrange and coordinate board events and social gatherings (4 a year)
- Maintain positive board morale by creating get-to-know-you events and activities.
- Preside over board meetings in case of the President's absence, unless other arrangements are made.
- Complete the President's term should she or he be unable to complete their term of office.
- Help President recruit members to fill any mid-year open board positions.
- Support other board members as needed, including filling open positions temporarily, if required.
- Keep track of all committees and members needed to support different club endeavors. At least one VP should be on each subcommittee.
- Evaluate and secure meeting rooms as needed.
- Support board members in meeting budgetary constraints.
- Oversee the board transition process by consulting with outgoing members on role status and ensuring that sufficient documentation is being transferred.
- Encourage and hold board members accountable for using one common, uniform approach for their documentation. Help the board determine whether that will be Google docs, Wiki, or another platform.
- Oversee master document that tracks all vendors/venues/companies that the BPC works with year to year. Ensure that document is current and being used effectively, and that each board team is updating it.

### **Vice President of Operations**

#### **(1 position)**

*Time per month: 15 hours*

Are you always looking to do things more efficiently? Can you assess a situation and come up with solutions quickly? This role is a planners dream! You are basically helping the BPC Board be the best it can be. This is a focused role that ensures the board is functioning properly and efficiently, adhering to the Bylaws, and staying on track with the club's mission. The VP of Operations is a member of the Executive Leadership Team, and must have served a one-year term in any BPC Board position.

### *Summary of duties:*

- Member of the Executive Leadership Team.
- Ensure that the BPC has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Ensure that technology is in place to enable effective outreach and a smooth transition from one board year to the next.
- Oversee the Board transition process by consulting with outgoing members on role status and ensuring that sufficient documentation is being transferred.

- Support VPs in communicating adequately and effectively with all members of the board.
- Oversee master document that tracks all vendors/venues/companies that the BPC works with year to year. Ensure that the document is current and being used effectively, and that each board team is updating it.
- Work with Membership Coordinators to create bi-annual survey and submit to club members for response.
- Assist with the recruitment of new board members.

### **Volunteer & Meal Train Coordinator**

*Time per month: 8-10 hours [mealtrain@burlingameparentsclub.org](mailto:mealtrain@burlingameparentsclub.org)*

The Meal Train Coordinators send emails, make phone calls, and use a spreadsheet and database to organize meals for delivery to families with new babies and/or families in crisis. The Meal Train Coordinator tracks the expectant due dates for members, maintains volunteer lists for meal delivery, and submits announcements in the monthly blog of expectant parents, new arrivals, and volunteers to thank. The Meal Train Coordinators get to share an important time for parents and help support families who are about to experience or have just experienced a life-changing event.

*Summary of duties:*

- Actively determine the needs of the individuals in the BPC.
- Work with necessary board members to solicit volunteers for events (Spring Fling, Summer Luau, Halloween Party, etc.).
- Communicate with event leaders leading up to the event with volunteer information.
- Add, publish, and email out volunteer opportunities through Club Express.
- Maintain attendance records on Club Express (follow up with the event leader to access attendance).
- Enlist individual volunteers to make or arrange meals for members who have recently given birth or adopted a child, or to help other members in need (those experiencing a family emergency like surgery, major illness, death or some other hardship).
- Ensure Meal Train members within Burlingame, San Mateo, Hillsborough, and Millbrae receive 2 meals. Arrange up to 2 meals to Meal Train members outside these regions.
- Enter information regarding new expecting members, birth dates, addresses, emails sent, and meals delivered in the Meal Train database based on the new member information generated through our online database..
- Submit "Great Expectations," "New Arrivals" and "Thank You" lists for each edition of the blog.

### **Website Managers**

**(2 positions)**

The Website Manager works with all members of the BPC board to help make the website functional. The Website Manager is involved in the creative aspects surrounding the website, as well, implementing suggestions and changes to make the website more user-friendly and helpful for our members. She or he may also be involved in evaluating website technologies to improve the site. Knowledge of various website technologies (html, javascript, css) as well as photo editing software (e.g., Photoshop) is helpful.

*Summary of Duties:*

- Helps support membership during renewals.
- Build playgroup pages when a new playgroup is started and the forum.
- Maintain Board of Directors page.
- Manage all facets of the Club's public website through helping with the upkeep of the content of the website.



## BPC Board Positions 2022-2023

- Train board members on how to use the administrative functions of the website.
- Modify structure of web pages as required.
- Update website photos as needed, including some photo editing, cropping, and resizing as needed.
- Interface with Board and general membership to collect current information for Facebook and website and suggestions for updates and changes.
- Serve as liaison between the BPC and website host service provider, Club Express.
- Administer and provide technical support with email accounts for board members.
- Investigate and implement upgrades to the website as the needs of the club change.
- Resolve technical issues with the email mailing list maintained for the club's email communications.
- Respond to members that send questions through the contact us page or forward their emails to the appropriate board team.
- Update FAQ page to help members with technical issues or common questions.
- Help create forms for the website so payment can be received from vendors.
- Assist members with their accounts and completing their profile.
- Give administrative rights to the appropriate members.
- Create surveys for teams that need to gather information.

### **Working Parents**

#### **(2 positions)**

*Time per Month: 12-15 hours [workingparents@burlingameparentsclub.org](mailto:workingparents@burlingameparentsclub.org)*

The Working Parents' Coordinators are responsible for supporting and advocating for working parents within the BPC. The coordinators work within the existing BPC framework to help the BPC serve the needs of and provide a community for working parents. Responsibilities of the coordinators include scheduling monthly social outings for working parents, supplying relevant working parent content for the BPC blog, working with Playgroup & Outings to make sure that working parents have access to playgroups, and working with the Vice Presidents to support the working parents subclubs development. In addition, with the help of the Webmaster, creating a presence on the BPC website. The coordinators may choose to establish a working parents' committee to help with the tasks associated with the job. Most work can be accomplished via email and via phone. The Working Parents' Coordinator is required to attend the monthly Board meetings.

#### *Summary of Duties:*

- Schedule monthly events (speakers, networking sessions, social outings, etc.) for working parents.
- Supply content for the Working Parents in the BPC Blog throughout the year.
- Work with Outings & Playgroup Coordinators to create and support playgroups for working parents.
- Work with the Vice President to support the working parents' subclubs.
- Investigate options which may help working parents better learn from and communicate with one another (LinkedIn, Website, FB Forums etc.).
- Bring working parents perspective to all applicable BPC activities and events.
- Work with the Helping Hands Team on one Working Parents outreach activity.
- Conduct an annual survey of working parents to develop interests and priorities for the group.

### **Other Non-Board Roles**

**Treasurer Assistant (1 Position – non-Board role)**

*Time per month: 4-6 hours [treasurer@burlingameparentsclub.org](mailto:treasurer@burlingameparentsclub.org)*

The Treasurer Assistant acts as a support role to the Treasurer by taking on ongoing, stand-alone duties such as board member expense reimbursement, bill payments, and PayPal/website payments reconciliation, as well as other ad-hoc duties based on seasonal needs (especially during tax and budget review time). This position does not require attendance at all board meetings, except for the June planning meeting. However, it is recommended that he or she attend at least 1-2 meetings to network in person, as they will be regularly interacting with all board members via email during the year.

**Super Volunteer (Various positions - non-Board role)**

*Time per month: N/A. Based on event time frame*

A Super volunteer volunteers and assists at various events throughout the board year - which include - but are not limited to - the Preschool Fair, Holiday Party, Spring Fling, and Summer Social. The position does not require attendance at board meetings, except for the June planning meeting. However, it is recommended that he or she attend at least 1-2 meetings to network in person, as they will be regularly interacting with all board members via email during the year.