

**Board Transition Chair
Standing Committee Position
2017-2018**

Summary

The Board Transition Chair updates all board member and standing committee job descriptions, arranges for them to be posted on the website, and ensures that all new board members receive updated job descriptions and training from their outgoing counterparts.

Position Requirements

- Good writing and organizational skills
- Medium level computer skills
- Adequate time to attend Club functions and review/update all job descriptions before the nominating committee begins work in January or February of the ANC board year.

Responsibilities

Download detailed job descriptions from the website and be sure all board members have copies of their job descriptions as each new board year begins.

As the year progresses, keep a record of changes that could improve the Club's functions or issues that could be resolved with revisions in job descriptions or board positions. Some of these issues will arise in board meetings, general membership meetings, or interest groups, so it is important to attend as many of these functions as possible.

In late November or early December, send digital files of job descriptions to board members for review and revisions.

Review all board positions and job descriptions with President and Parliamentarian, making updates and determining whether positions should be added, deleted, or revised.

Present any new recommendations to the board for approval before the nominating committee begins work in January or February.

Update all positions and job descriptions, and forward to the President, the Parliamentarian, and the Nominating Committee Chair.

Revise the brief job descriptions on the website to match the newly updated positions. These thumbnail descriptions may be posted in the Welcome Mat to support the nominating committee.

Work with the Communications and Publicity Chair to be sure all previous job descriptions are deleted from the website and replaced with the newly revised descriptions.

Ensure that all new board members receive an updated job description and training from their outgoing counterparts.

Reminders

All expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.