# Board Transition Chair Standing Committee Position

# Rev. Nov. 2019

**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
* Basic level computer skills
* Adequate time to attend Club functions and review/update all job descriptions before the nominating committee begins work in January of the ANC board year.

# Responsibilities

Work with the President in April/May to put together updated new and old Board lists with email/phone/addresses to facilitate training between old and new Boards.

Download detailed job descriptions from the website and email these to both old and new board members in late May before the Board Turnover Luncheon. This ensures that all new board members will have copies of their job descriptions before the new board year begins in July. Old Board members are responsible for contacting and training their replacements before July, and new Board members will know who their outgoing counterpart was in order to ask for help and get clarification.

Provide printed copies of the job description at the Board Turnover luncheon to both old and new Board members.

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 mid- October, send email with job descriptions to board members for review and revisions that are due to Board Transition Chair by Oct. 30.

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

In December, present any new recommendations to the board for approval before the nominating committee begins work in January.

In December, 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 Chair to be sure all previous job descriptions are deleted from the website and replaced with the newly revised descriptions.

# 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 before the incoming Board takes office in July.