

## **Board members' description and responsibilities**

The board will meet monthly. The initial board will serve in an advisory capacity for the 2025 term. Elections will be held in December 2025 for the 2026-2029 term. Elections will be held each December for new board members who will serve 3 year terms. Certain board positions may overlap (for instance, the Secretary may also be the community influencer). The president, secretary and treasurer, however, may not overlap. A copy of the bylaws is available upon request!

### **President**

- Chief executive officer
- Preside over monthly board meetings
- Ensure the execution of contracts and checks as authorized by the board
- Schedule and set the agenda for each meeting
- Act as a spokesperson for Raising Voices
- Establish committees

### **Secretary**

- Maintain records, such as bylaws, participants, volunteers, etc.
- Keep a log of minutes
- Establish committees
- Act as a spokesperson for Raising Voices

### **Treasurer**

- Be the chief financial officer responsible for tracking the dispersal and collection of funds and the distribution of receipts.
- Maintain a record of the incoming and outgoing funds
- Prepare and distribute financial statements as needed
- Determine and oversee the budget for each term
- Act as a spokesperson for Raising Voices

### **Social Media Manager**

- Collect media (photos, videos, quotes) for marketing
- Obtain necessary releases
- Post 2-3 times per week on instagram and facebook
- Act as a spokesperson for Raising Voices

### **Community Influencer (outreach advisor)**

- Assist and advise the board on outreach to Stillwater and the surrounding area
- Make contact with potential participants, donors, volunteers, etc.
- Act as a spokesperson for Raising Voices

### **Alzheimer's/dementia Advisor**

- Serve in an advisory capacity lending expertise on the subject of cognitive decline for the purpose of determining the best adjustments for participants
- Act as a spokesperson for Raising Voices

### **Legal Advisor**

- Serve in an advisory capacity lending expertise on legal matters (contracts, liability, etc.).
- Represent (or find representation) for Raising Voices for any legal proceedings
- Act as a spokesperson for Raising Voices

### **Marketing Supervisor**

- Oversee and enact marketing campaigns and strategies
- Coordinate social media marketing with the social media manager
- Coordinate marketing budget with the Treasurer
- Act as a spokesperson for Raising Voices

### **Volunteer Coordinator**

- Oversee the recruitment and onboarding of volunteers
- Act as a spokesperson for Raising Voices