**Board Positions**

All board positions are voluntary. We hope to grow enough financially to compensate board staff for their efforts. Descriptions are flexible and additional responsibilities may be added depending on need. Board positions are for 1 year.

**Social Events Chair-**

This position is responsible for the effective and efficient coordination of social and fundraising events, volunteers, and administrative and social media management or all events scheduled for Sisterhood of Jewels Community Connections, LLC.

* Coordinating social and fundraising event dates with committee participants.
* Planning, promoting and executing fundraising events/special programs on-time and within budget
* Being the in-charge person at all fundraising and social events
* Problem-solving
* Detail-oriented and have strong administrative, communication and organizational skills.
* Developing and posting an event calendar based on the needs of the community
* Identifying event locations and making reservations
* Organizing event logistics (directions, parking) and prepare email messages to participants notifying them about event plans.
* Effective verbal, interpersonal, and written communication skills
* Ordering refreshments and meals, preparing handouts and supplies, and creating nametags/table tents.
* Attending events
* Reporting about committee activities and progress to the Executive Director
* Tracking event attendance/registration
* Supervises and directs key staff members and volunteers in the performance of their duties
* Community Relations - Establish relationships with other local organizations, churches, youth programs, schools, employment resource centers etc. for collaboration efforts.
* Manage social media accounts, engage with followers, increase social media followers

**General Member-?**

* Participate in meetings by sharing ideas, knowledge, and opportunities of growth
* Volunteer at events and donate where you can
* Share upcoming events on your social media, word of mouth, and flyers