

## GeekGirlCon Board of Directors Expectations

### **GeekGirlCon Mission**

*GeekGirlCon celebrates and honors the legacy of women contributing to science and technology; comics, arts, and literature; and game play and game design by connecting geeky women worldwide and creating community to foster continued growth of women in geek culture through events.*

### **Board of Directors**

#### Qualifications for Board Directors

Directors shall be of the age of majority in this state. Other qualifications for directors of this corporation shall be as follows:

- (a) Geek:** be a self-identified geek or supportive of geeky interests;
- (b) Supportive:** be supportive of GeekGirlCon staff members and other board members and be supportive of geeky women and their contributions to geekdom;
- (c) Welcoming:** be welcoming to all types of self-identified geeks with a focus on the needs of geeky women;
- (d) Empowering:** empower GeekGirlCon staff members and other board members to carry out GeekGirlCon's mission statement and empower geeky women in the greater geek community;
- (e) Community:** a commitment to fostering the greater geek girl community, supporting women-positive action in greater geekdom, and making decisions that honor GeekGirlCon as a community-based, nonprofit organization;
- (f) Celebratory:** celebrate the contributions of geeky women - historically, currently, and future possibilities - and the importance of diverse, women-positive opinions about these contributions;
- (g) Dedicated:** we expect all GeekGirlCon board members to commit the time and energy necessary to accomplish what board members signed-up to do. If expectations are too high or contracts can't be met, take proactive steps to rethink, revise, and readjust to prevent broken promises that could derail the progress of GeekGirlCon. Both successes and failures are valuable lessons and opportunities to improve GeekGirlCon.

#### *Duties*

*General Powers.* The Board of Directors ("Board") is responsible for the overall policy and direction of the organization and delegates day-to-day operations to the executive director, volunteer staff, and committees. No Director shall simultaneously serve as both Director and on GeekGirlCon's volunteer staff.

#### *Typical Responsibilities of a Non-Profit Board Member.*

The board of directors defines and guides our mission, establishes priorities, crafts strategies, and ensures that plans and programs are implemented. Board Directors are involved in GeekGirlCon's fundraising efforts. Directors are expected to spread the word about GeekGirlCon's work, use their connections to gain access to potential donors, actively participate in fundraising campaigns, and -- when financially feasible -- make their own donations. Directors may be involved behind-the-scenes or be asking for money directly.

Board Directors are highly encouraged to volunteer at the GeekGirlCon annual convention in an Agent or Special Agent role. Board Directors may not volunteer in the year-round volunteer staff positions.

**Terms.** Each Director shall hold office for a term of two (2) years. A Director may be elected for a maximum of three (3) consecutive full terms. A Director who completed three consecutive terms may seek subsequent reappointment to the board after a term of twenty-four (24) months of not serving as a Director of GeekGirlCon.

a. On the odd calendar year, the terms for President, Secretary, and one-half (rounded up) board positions begin.

b. On the even calendar year, the terms for Vice President, Treasurer, and one-half (rounded down) board positions begin.

*These are volunteer positions and no Board Director shall receive compensation from GeekGirlCon for executing their duties.*

*Officers and duties.* There shall be four (4) officers of the board, consisting of a president (also holds chair position), a vice-president (also holds vice-chair position), a secretary and a treasurer. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as follows:

*The President (and chair)* shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, treasurer.

*The vice-president (and vice-chair)* shall chair committees on special subjects as designated by the board.

*The secretary* shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member and to the volunteer staff of GeekGirlCon, and assuring that corporate records are maintained.

*The treasurer* shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

### **Main Board Duties (summary/review):**

Attend board meetings (can be conference call), record minutes, appoint a chair, etc

Recruit additional board members if serving on Board Affairs Committee

Generally provide oversight to the organization and of the Executive Director

Expected that will look like a number of reporting/dashboard/information requests to Executive Director and the management team, e.g. financial statements, budgets, success metrics.

The executive/director level of staff will be invited to all board meetings (Executive Director, Director of Marketing, Director of Programming, Director of Operations).

Other staff may attend per request through the executive director or may attend due to presenting large monetary expenditures for improvement. Example: the website redesign carried a \$10,000 price tag, and the Manager of Digital Marketing presented a proposal on the various redesign possibilities.

Note: The board also only makes decisions when in session; the bulk of the operational load and the day-to-day is the staff.