

TAP-SD Board and Committee Member Descriptions

General Information:

Positions for TAP-SD include Board Members and Committee Members. Board meetings occur monthly, normally at 7pm on the second Wednesday of each month at the Taiwanese American Community Center. Board Members are expected to attend every Board meeting but are allowed up to three excused absences from Board meetings a year. They are also required to fulfill their duties and expectations as outlined below.

Committee Members are expected to attend five Board meetings a year. Committee Members support and collaborate with a specific Board Member, usually to help organize events as part of that Board Member's responsibilities. Committee Members have fewer responsibilities than Board Members, but they are expected to be engaged and provide support when requested. Board Members have full voting privileges during Board meetings, whereas Committee members may express their opinions and provide suggestions but are not allowed to vote.

Benefits of being a Board Member or a Committee Member include the ability to attend Retreats which occur twice a year (once in the Fall and once in the Spring) and the ability to attend National TACL conventions, which also occurs twice a year. Other perks include the ability to contribute to TAP-SD events and goals, giving back to the Taiwanese American community, and spending time with a lot of amazing people.

If you have any questions, feel free to reach out to info@tap-sd.org.

Position Descriptions:

President (Executive Board Position)

Expectations

- Provide vision, direction, and goals for the organization.
- Be a resource and example to the Board, Committee, and TAP members.
- Ensure the Board and its members are aware of and fulfill their responsibilities, uphold the org's mission, comply with laws and bylaws, and conduct business effectively and efficiently.
- Preside over meetings; propose policies and practices.
- Provide a platform for effective recruitment, training, and evaluation.
- Communicate and be the liaison with TACL and other TAP chapters.
- MUST HAVE SERVED ON THE BOARD FOR AT LEAST ONE YEAR.

Duties

- Provide specific support for a designated group of Board Members (previously Treasurer and Sponsorship Chair).

- Attend Presidents' Round Table meetings at conventions.
- Communicate with other chapter presidents.
- Attend monthly TAP Presidents' Meetings.
- Send metrics to TACL.
- Work closely with EVP and IVP in supporting the Board.
- Plan Fall and Winter retreat.
- Utilize and encourage Slack participation and communication.

VP, External Affairs (Executive Board Position)

Expectations

- Manage the organization's ties to all external parties through partnerships, programs, and relationships with funders and stakeholders.
- Work closely with VP Internal Affairs to assist the President.
- Enable professional and personal development of Board Members dealing with tasks involving external parties.
- Provide assistance in reaching the goals of the organization.

Duties

- Provide specific support for a designated group of Board Members (previously Cultural Chairs, Technology Chair, Secretary, and Marketing Chair).
- Assist with general planning and events.
- Help to make decisions and resolve issues that arise related to the external parties.

VP, Internal Affairs (Executive Board Position)

Expectations

- Manage the development and success of the Board Members and Committee Members.
- Work closely with VP External Affairs to assist the President.
- Maximize the involvement of the Board by cultivating relationships between individuals via organizing retreats and team building activities, frequent communications, and one-on-one meetings.
- Provide assistance in reaching the goals of the organization.

Duties

- Provide specific support for a designated group of Board Members (previously Social Chair, Professional Chair, Community Chair, and Health & Wellness Chair).
- Plan Fall and Winter retreat.
- Utilize and encourage Slack participation and communication.

Secretary

Expectations and Duties

- Record and send out meeting minutes accurately and promptly.
- Document control for our organization form / template. Ensure documents, event photos, and forms in Google Drive are complete and accurate.
- Manage TAP Google Calendar with updated events, meetings and relevant information.
- Manage and ensure all events have an official photographer.

Treasurer

Expectations and Duties

- Oversee the management of reporting the organization's finances to the TAP-SD Board and to the overarching TAAC National Board.
- Responsible for maintaining the organization's bank account.
- Advise on proposed event budgets in order to meet yearly financial goals.
- Work closely with the Sponsorship Chair to work out details on donations/sponsorship.
- Review and execute reimbursements for all TAP-related expenses.
- Manage and reconcile Paypal and Venmo accounts to balance with actual numbers.
- EXPERIENCE IN ACCOUNTING AND FINANCIAL PLANNING HIGHLY RECOMMENDED

Social Chair

Expectations and Duties

- Plan and implement social events to strengthen the internal network of TAP (Past events include: Beach BBQ, Halloween at 30th on 30th, Board Game Night, Holiday Party and more).
- Focus on developing key relationships with local venues and organizations on behalf of TAP to offer unique opportunities or rare discounts to our members at these events.
- Collaborate with other Board members as co-leads to plan larger events that encompass multiple aspects of TAP.
- Run monthly happy hour events, aptly named TAPpy Hours.
- Work closely with other Chairs and manage Social Committee.
- Minimum event count: 12 TAPpy Hours plus supporting other events.

Professional Chair

Expectations and Duties

- Plan and implement professional events to strengthen current and future careers of TAP members through workshops and networking events, leveraging TAP members' connections with the Taiwanese American business community (Past events include: Dine and Discuss, How to use LinkedIn to find your next job, Tax seminar, etc.).

- Guide other supporting professional committee members.
- Coordinate with the TAP Mentorship Program working with various undergraduate Taiwanese organizations (optional).
- Work with external organizations (such as NAAAP and Women in Finance) when planning events to enhance attendance and develop TAP members' professional and networking skills.
- Minimum event count: 6 professional events or at least one every two months.

Community Chair

Expectations and Duties

- Plan and implement community service events to strengthen our relationship with the community (Past events include: TACC cleaning, blood drives, beach clean-up, food banks, cooking for Ronald McDonald Charity House, etc.).
- Build up community connections to help serve and provide assistance to those in need.
- Provide events on a (minimum) bimonthly basis
- Build up our relationship with our local Taiwanese Overseas Committee Affairs Council (OCAC) office (optional).
- Guide other supporting Community committee members.
- Minimum event count: 6 community service events or at least one every two months.

Cultural Chair

Expectations and Duties

- Planning and implementing cultural events to increase awareness of the Taiwanese and Taiwanese American culture and issues (Past events include: Lunar New Year events, movie outings to Taiwanese related films, hot pot dinners, food making series, etc.).
- Maintaining and strengthening relationships with local organizations including but not limited to: 1G, 2G, and collegiate Taiwanese groups.
- Provide events on a (minimum) bimonthly basis
- Guide other supporting Culture committee members
- Minimum event count: 6 cultural events or at least one every two months.

Health and Wellness Chair

Expectations and Duties

- Planning wellness events to promote active, healthy lifestyles for TAP members (Past events include: Hikes, skiing / snowboarding, backpacking, biking around Coronado, dealing with stress, camping in Julian).
- Focus on activities that can't be done individually, e.g. laser tag, paintball, camping trips, bubble soccer, trampoline parks, archery tag (optional).

- Provide health-awareness articles or share links to articles for TAP members via the newsletter, website or social media sites.
- Minimum event count: 4 health and wellness events or at least one every three months.

Marketing Chair

Expectations and Duties

- Drive the Facebook, Instagram and LinkedIn accounts and potentially develop other social media platforms.
- Coordinate with other Board Members to relay news or important messages to TAP-SD members or followers via social media.
- Create and follow marketing SOP for Board Members to use as a guide for promoting events.
- Manage the newsletter by creating new content and ideas.
- Manage the TAP-SD.org editorial section to improve traffic flow and awareness for the website.

Technology Chair

Expectations and Duties

- Responsible for the maintenance and development of the TAP web site (WordPress, HTML, CSS).
- Work closely with the board to update the content of the web site (event postings, board contact, etc.).
- Manage Slack and Google Suite accounts and infrastructure.
- Work with Marketing Chair on posting events (and post-event pictures) on the website.
- Manage the blog with content provided by other board members.

Sponsorship Chair

Expectations and Duties

- Responsible for handling all donations, sponsorships, and fundraising.
- Work closely with VP External and Treasurer to set up fundraising campaigns to raise money for the organization.
- Initiate and implement a yearly fundraising event or ongoing fundraising activities e.g. gala, dinner, merchandise.
- Manage current sponsor relationships to achieve renewal for the upcoming year.
- Work closely with local businesses to improve sponsorship opportunities.
- Raise a comparable amount or exceed the sponsorship from last year while retaining current sponsors.

Historian

Expectations and Duties

- Document and publish the activities of the organization in a searchable and sortable manner for all social media content and internal Google Drive.
- Capture important moments through photography and video, and share these on Facebook, the TAP web site, and other social media platforms.
- Attend all TAP-SD events to take photos or manage/assign your committee members to take photos on your behalf.
- Collaborate with the Marketing Chair in promoting TAP-SD by selecting proper photos.

University Relations Chair

Expectations and Duties

- Run the TAP-SD University Mentorship program with UC San Diego, San Diego State University and the University of San Diego.
- Host 1-2 light events per month for the TAP-SD University Mentorship Program.
- Recruit, promote and collaborate with student leaders and their members to participate in the TAP-SD mentorship program
- Work closely with the student organizations as a liaison in promoting and participating in their events.
- Provide professional support and TAP-SD resources to help students in their success
- Attempt to recruit students to participate in TAP-SD events with the goal of them joining the TAP-SD Board after graduation.

Committee Member

Expectations and Duties

- Support and collaborate with a specific Board Member, usually Social Chair, Professional Chair, Cultural Chair, or Community Chair
- Engage with the other members of the committee through dedicated Slack channels or direct messages, and provide help or feedback as requested
- Attend at least five Board meetings in the course of a term

Intern

The Internship position will be custom-tailored to the goals of the Intern as well as the needs of the specific Board Member working with the Intern. Prior to being accepted on the Board, the Intern will describe in detail the responsibilities and goals that the Intern aims to accomplish and the Board Members will decide whether or not to approve the Internship.