

Board Position Description

- **Marketing**
 - Follow the Marketing SOP for event promotions: gather event information from board members, use Canva to create event flyers, and create/post events on Facebook, Instagram, the website, and the newsletter.
 - Create post-event summaries with photos, with the help of event leads, and distribute them via the newsletter and social media.
 - Manage Facebook, Instagram, and LinkedIn accounts and potentially develop other social media platforms to increase TAP-SD visibility and branding in the community.
 - Track marketing analytics and update the board as needed to improve outreach efforts.
 - Maintain and update the Marketing SOP as needed.

- **Secretary**
 - Record and send out meeting minutes, attendance record and project follow ups/reminders 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 events, meetings, and relevant information.
 - Manage and ensure all events have an official photographer.

- **Treasurer**
 - Oversee the management of reporting the organization's finances to the TAP-SD Board and to the overarching TAFL 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/Venmo accounts to balance with actual numbers.
 - EXPERIENCE IN ACCOUNTING AND FINANCIAL PLANNING HIGHLY RECOMMENDED

- **Programming**
 - Plan and implement a variety of events (particularly leaning towards TAP core pillars: Social, Professional, Cultural, Community) to strengthen the network and community 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 opportunities or rare discounts to our members at events.
 - Collaborate with other Board members as co-leads to plan larger events that encompass multiple aspects of TAP.

- **Technology**
 - Responsible for the maintenance and development of the TAP web site
 - Work closely with board to update web site content (event postings, board contact, etc.)
 - Establishes and manages Slack, Notion, 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.
 - Managing Systems Integrations

- **Historian/Photographer**
 - Responsible for taking photos at Events and creating marketing materials to be posted
 - Responsible for ensuring photos are stored in an organized fashion and accessible to the Board use and for historical reference
 - Work with Event Planners to determine the marketing materials / posts.

- **Sponsorship**
 - Sponsorship Chair handles donations to TAP-SD and to solicit for donations from individuals or companies. Sponsorship Chair updates the sponsorship packet to distribute to potential sponsors / donors. The Sponsorship Chair creates the “thank you” letters to donors and sponsors which include TAFL / TAP-SD 501(c)(3) status. Sponsorship Chair assists the EVP in building connections with companies or organizations for potential sponsors and donors

- **University Relations/Liaison**
 - The University Relations Chair manages the relationship between UCSD, SDSU, USD, and other high education institutions. Specifically, the University Relations Chair works with TASA, TGSA, and other Asian American collegiate organizations in hosting events.

- **External VP**
 - Manage the organization's relationships with all external parties through partnerships, programs, and relationships with funders and stakeholders.
 - Work closely with the Internal VP to assist the President.
 - Enable professional and personal development of Board Members dealing with tasks involving external parties. Help connect and make introductions as needed.
 - Aid in reaching the goals of the organization.
 - Oversee, manage, and support designated groups of Board Members agreed upon by the Executive Board.
 - Assist in planning Fall and Winter retreats.
 - Check in with board members prior to retreats to discuss expectations and/or performance. Have more check-ins as needed.
 - Assist with general planning and events.
 - Help make decisions and resolve issues that arise related to external parties.
 - Build a relationship with external organizations and supporters with the President.
 - Resolve any external conflicts with TAP-SD.

- **Internal VP**

- Oversee, manage, and support designated groups of Board Members agreed by Executive Board
- 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.
- Aid in reaching the organization goals
- Provide management, support and coverage for designated groups of Board Members agreed by Executive Board
- Lead and Plan Fall and Winter retreat.
- Check in with board members prior to retreats to discuss expectations and/or performances. Have more check-ins as needed.
- Utilize and encourage Slack participation and communication.
- Ensure the Board has all the tools needed to succeed.
- Resolve any conflict within the Board

- **President**

- Provide and execute vision, direction, and goals for the organization.
- Be a resource and example to the Board and TAP members.
- Ensure and oversee 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 overarching TACL National Board and TAP chapters/programs.
- Oversee, manage, and support designated groups of Board Members agreed by Executive Board
- Attend Presidents' Round Table meetings
- Communicate with other chapter presidents.
- Send metrics to TACL
- Work closely with EVP and IVP in supporting the Board.
- Assist planning Fall and Winter retreat.
- Utilize and encourage Slack participation and communication.
- Build a relationship with external organizations and supports with EVP