TAP-SD Board Position Description

- Programming Chairs
  Programming Chairs plan events according to their selected tracks below and create event registrations and promotions.
  - The **Social** Chair plans social activities for TAP-SD members. Social activities range from TAPPY Hours, Tea Talks to weekend get-together activities. Social Chair also assists IVP in planning social activities for board members. Frequency: Monthly.
  - The **Health and Wellness** Chair leads health and wellness related events. Events can range from hiking, yoga, to mental health related activities. Frequency: Biweekly to Monthly.
  - The **Cultural** Chair creates and plans cultural events (ideally Taiwanese American related, such as Mid-Autumn Festival and Lunar New Year). Frequency: Three/Year.
  - The **Professional** Chair creates and plans professional events (i.e. networking events and presentations). The Professional Chair also connects with other professionals willing to provide professional information to TAP-SD members. Frequency: Bimonthly.
  - The **Community Service** Chair works with other community organizations to host volunteer events for TAP-SD members. Frequency: Bimonthly.

- Marketing Chair
  Marketing Chair manages and monitors all marketing channels (i.e. reviewing Facebook group participant requests, responding to IG, WIX, and Facebook questions). Marketing Chair manages the SOP for marketing of events, creates organization branding and posts media content as needed (i.e. recruitment, flagship events).

- Secretary
  Secretary manages the Notion platform and calendaring of events. Secretary also takes meeting minutes at monthly board meetings and other meetings needing meeting minutes. Secretary also manages the Slack communication channels for TAP-SD.

- Treasurer
  Treasurer manages the finances of TAP-SD. Treasurer is the liaison between TAP-SD and TACL for reporting TAP-SD finances to TACL. The Treasurer reports the account balance at board meetings and pays the annual dues to TACL. Treasurer also makes reimbursements for event expenses or other expenses related to TAP-SD. Treasurer also reviews and approves the budget for events.

- External Vice President (EVP)
  The Executive Vice President manages the relationship of TAP-SD with other community organizations. The Executive Vice President meets with other community leaders and builds relationships between other organizations. EVP attends and participates in other community organizations' events.

- Internal Vice President (IVP)
  The Internal Vice President manages the internal affairs of TAP-SD. IVP's responsibilities include managing the relationships between various board members of TAP-SD. IVP also assists in dispute resolutions among Board members. IVP (with the help of Social Chair) plans board bonding events. IVP (with the help of other board members) leads the planning of the two retreats (fall and spring).

- President
  The President of TAP-SD creates the vision and mission for the term. The President, along with the other members of the Executive Team creates the monthly board meeting agenda. The President facilitates the monthly board meetings. The President also is the "face" of TAP-SD in giving speeches about TAP-SD at events and activities.