

Board Position Description

TAP-SD BOARD POSITION DESCRIPTION

Executive Team

a. 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.

b. External Vice President

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.

c. Internal Vice President

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).

Board Position - Support

d. 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.

e. 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.

f. Marketing Chair

Marketing Chair manages the marketing and promotion of events or other organizations events. Marketing Chair manages the SOP for marketing of events through Facebook, Eventbrite, Website and other marketing platforms. Marketing Chair works closely with Media Content Chair in creating marketing posts on websites and other media content platforms.

g. Technology Chair

Technology Chair manages the TAP-SD website. Technology Chair periodically updates the website with new events or blog posts. Technology Chair also establishes TAP-SD email accounts for new board members. Technology Chair also updates the website with current board members. Technology Chair assists the Marketing Chair in managing Slack and Notion platforms.

h. Sponsorship Chair

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 TAACL / TAP-SD 501(c)(3) status. Sponsorship Chair assists the EVP in building connections with companies or organizations for potential sponsors and donors.

i. Media Content Chair

Media Content Chair creates the marketing materials to be posted on marketing platforms. The Media Content Chair works with the Event Planners to determine the marketing materials / posts. Media Content Chair also manages the TAP-SD Instagram Account. Media Content Chairs periodically posts event pictures or other content to the TAP-SD Instagram Account.

Board Position - Event Planners

j. Community Service Chair

Community Service Chair works with other community organizations to host volunteer events for TAP-SD members. The Community Service Chair plans various community service events where TAP-SD members can attend to volunteer for the community.

k. Cultural Chair

Cultural Chair creates and plans cultural events (ideally Asian related, but up to the Cultural Chair). The Cultural Chair works with other Asian organizations in hosting cultural events to inform the public of Asian culture.

l. Professional Chair

The Professional Chair creates and plans professional events. Professional events vary from planning networking events to planning presentations. The Professional Chair also connects with other professionals willing to provide professional information to TAP-SD members. Professional finds various speakers from the community (ideally Asian Americans) to speak on professional topics.

m. Social Chair

The Social Chair plans social activities for TAP-SD members. Social activities range from TAPPY Hours to weekend get together activities for TAP-SD members. Social Chair also assists IVP in planning social activities for board members.

k. Health and Wellness Chair

The Health and Wellness Chair leads “health and wellness” related events. HWC also periodically posts on the TAP-SD blog / newsletter articles about “health and wellness.” Events ranges from hiking events, yoga, and other fitness related activities.

n. University-Relations Chair

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 for their members.