

Updated 6.21.18

1. *Develop list of processes (below)*
2. *Identify time on calendar for each process*
3. *If necessary, provide step by step procedure*
4. *Identify location(s) in Guidelines that task is related to*

# Executive Director Processes

1. Annual dues processing, including PayPal processing.
2. Update membership directory as payments come in. Create new member, non-renewing members, Payment Summary tabs, other tabs.
3. Monthly financials
   1. Create monthly financial statements
      1. Access online & save US Bank/Wells Fargo stmts
      2. Create financial statements from Financials MASTER, Investments MASTER & Summary Financials MASTER
   2. Tie to Payment Summary tab of Membership Directory
4. Create 990 from chapter financial reports.
5. Develop annual budget.
6. Update check and correspondence log as necessary.
7. Review US Bank account annually in January to determine if a transfer to the Vanguard Wellesley fund is necessary.
8. Update awards/president/chapter officers & committee chairs/etc lists.
9. Update PPG, Ways & Means, other financial records activity and balances.
10. Create/update email list for ConstantContact (to correspond with membership directory email addresses)
11. Create emails in ConstantContact and send to membership.
12. Fellowship process (receive, redact, send to judges, send email & letter to winners, same to losers, send pmt to universities)
13. Promote scholarship & fellowship program chapters & member companies and independent financial aid resources.
14. Send reminders:
    1. To chapters to promote individual awards (POWER, OAK, HLM), fellowships, PPG, conference awards (newsletter/chapter achievement)
    2. Members - dues
    3. Other – fellowships
15. Conference
    1. Review conference contracts/update Key Stats
    2. Assist conference planners as needed
16. Coordinate preparation of EC/board meetings with president at summer & conference meetings.
17. Add deadlines & reminders for newsletter/distribute newsletter to membership via ConstantContact.
18. Order awards & president’s charm for conference.
19. Prepare service awards listing. Create certificates.
20. Coordinate chapter awards process for conference: Write checks/create certificates/prepare for presentation.
21. Coordinate & distribute newsletter and chapter achievement entries with judges.
22. Coordinate steps for new chapter (charter, etc.) (per guidelines).
23. Review guidelines.
24. Pay bills when received.
25. Prepare and send officer ballot to membership via ConstantContact. Tally results.
26. Order logo items such as pins, business cards, note cards, etc.
27. PPG winner – pay $600, collect expenses of recipient.
28. New officer check signer process. Meet at US Bank for new officers to get on bank account as signer.
29. Update officers with Wells/Fargo investment advisors.
30. Send email to members for membership renewal by Dec. 1. Send reminder in Feb/Mar.
31. Compile current year chapter officers/committee chair listing including chapter & email addresses.