

Job descriptions for the GBCA Board of Directors

1) President

The president:

1. Oversees all Board vice presidents, Chief Financial Officer, Secretary and Affiliate Representative's activities and responsibilities.
2. Accountable for securing meeting space, enlisting guest speakers and addressing all member meetings.
3. Responsible for calling, writing or e-mailing hosts and speakers who have participated in GBCA meetings and events and thanking them for their contributions.
4. Responsible for holding regularly scheduled executive board meetings.
5. Must be an active participant in happenings, events and outreach programs that the GBCA supports.
6. Responsible for writing a monthly president's letter to appear in the GBCA newsletter.
7. Meet with members, businesses and organizations that have a direct relationship to the GBCA and its growth.
8. Answer all GBCA inquires in a timely manner.
9. Promote the GBCA by maintaining relationships with all outside concierge and hospitality organizations.
10. Work with the election committee to set up the agenda and timeline for the election process. The president will them step aside and the election committee will administer the election process.
11. The president works under the direction of the membership and the board, therefore he or she must be fair, unbiased, knowledgeable and supportive while representing the Greater Boston Concierge Association.

The president of the GBCA may appoint an advisor to assist the board with matters of concern. The advisor may be invited to attend GBCA board meetings and may be asked to chair committees. The advisor must be able to donate his or her time, energy and resources to the association. The advisor must be a member in good standing, must have a good business sense and must be knowledgeable of the operations of the GBCA.

2) Vice President of Operations

The Vice President of Operations is:

1. Responsible for creating and distributing monthly meetings and invitations.
2. Responsible for attending monthly board and membership meeting and addressing the membership when needed.
3. Responsible for the maintaining of the Constant Contact account and site.
4. Responsible for distributing all correspondents and list in a timely manner.
5. Works closely with the VP of Membership to ensure all member information and lists are accurate and up to date.
6. Reports directly to the GBCA President

3) Vice President of Public Relations

The VP of Public Relations is:

1. Responsible for all published information.
2. Represents the GBCA at functions and events.
3. Responsible for promoting the GBCA to the tourism community.
4. May be asked to address, chair or host activities, meetings and events.
5. Oversees any Out Reach activity the GBCA is engaged in
6. Maintains the history of the GBCA through publications and media, electronic or otherwise.
7. Works under the direction of the board.
8. Reports directly to the GBCA President.

4) Vice President of Membership

The VP of Membership is:

1. Responsible for maintaining accurate and up to date records of all new and present members.
2. Responsible for recruiting new members and distribution membership information.
3. Responsible for receiving all checks and applications, addressing monthly meetings and announcing all new members.
4. Responsible for maintaining the registration table at all meetings and events.
5. Works under the direction of the board.
6. May enlist the help of a Membership [Committee to assist in GBCA matters. These volunteers work under the direction of the VP of Membership.
7. Reports directly to the GBCA President

5) Chief Financial Officer

The Chief Financial Officer is:

1. Responsible for the GBCA bank account.
2. Must record all checks
3. Pay all GBCA bills in a timely manner
4. Must present a financial report at monthly board meetings.
5. Upon request, the Chief Financial Officer must present a written financial statement and address any and all financial issues.
6. Will maintain a close relationship with the GBCA accountant to file tax forms in a timely manner.
7. Must give an annual financial report to the GBCA membership.
8. Works under the direction of the board
9. Reports directly to the GBCA President

6) Recording Secretary

The Recording Secretary is:

1. Responsible for recording all meeting minutes of the monthly board and membership meetings.
2. May be asked to read prior meeting minutes to the membership or the board.
3. Maintains all correspondence for the GBCA.
4. Responsible for sending cards and thank you notes to members, businesses and vendors who support the GBCA.
5. Keeps up-to-date records of proceedings of the organization.
6. Acts under the direction of the board
7. Reports directly to the GBCA President

Only full concierge members may be eligible to run for one of these board positions. The concierge must have been an active member of the GBCA for at least six months and have attended a minimum of three meeting. The concierge must be working in a hotel, residence or corporate building to be eligible.

7) Affiliate Representative

The Affiliate Representative is:

1. Responsible for addressing any and all affiliate concerns and representing affiliate members at all meetings.
2. Responsible for keeping the lines of communication open between Concierges and affiliate members.
3. Responsible for managing all tasks related to the annual GBCA Trade Show. These duties include securing a host site for the trade show, securing vendors, set-up, and brake down and organizing volunteers. The intention of this trade show is to educate the entire GBCA of all that Greater Boston has to offer.
4. Works closely with the VP of Membership and Operations to ensure that all Affiliate memberships are accurate and up to date.
5. Will use his or her business recourses to assist board members when needed
6. Reports directly to the GBCA President

To be eligible to run for this position, the Affiliate Representative must have been an active member of the GBCA for at least six months. If this individual leaves his/her current position, then in order to maintain his/her position on the board, the individual must either gain employment with an existing GBCA affiliate member in good standing or may be given a grace period at the discretion of the board.

8). Misc. Information

All members of the board of the GBCA shall vote and maintain accurate records during their term of office to pass onto incoming newly elected board officers. Each officer may enlist the help of a member in good standing to assist them with their position.

Each officer must actively participate in board and monthly meetings and perform their duties as outlined in the job description above. If he or she does not show interest in actively participating, then their position may be brought up for review by the board.