

NOON NETWORKERS | LEADERSHIP DESCRIPTIONS

EVER WONDER WHAT WE'RE LOOKING FOR IN OUR GROUP LEADERS?

MODERATOR

Responsibilities:

- 1) Run meeting according to Meeting Agenda & Policies with an energetic and positive attitude.
- 2) Responsible for ensuring that all LT positions carry out their function
- 3) Set a positive example for Group members to follow.
- 4) Assist Membership by holding 1-2-1's with all new members.

Characteristics:

- 1) GREAT Presence and Presentation skills – Is effective “on stage”
- 2) Understands all Noon Networkers guidelines.
- 3) Strong leadership qualities; willingness to make a contribution.
- 4) Positive, enthusiastic and can-do attitude – attitude is EVERYTHING!

ASSISTANT MODERATOR

Responsibilities:

- 1) In the absence of Moderator, they run group meeting following the agenda.
- 2) Helps Moderator provide leadership, motivation & direction to the group.
- 3) Gives report each month regarding group accomplishments.
- 4) Is the third member of Membership Committee. Acts as tie-breaker.

Characteristics:

- 1) Ability to set, monitor and maintain goals for the group.
- 2) Detailed and results oriented.
- 3) Can hold members accountable to their commitments in a supportive way.
- 4) Good Manager / Communicator.

SECRETARY

Responsibilities:

- 1) Takes attendance at each meeting. Responsible for transferring attendance data to online spreadsheet.
- 2) Sets & announces speaker rotation weekly to Group. Adds speakers to online calendar.
- 3) Makes Announcements & Reminders at end of meeting.
- 4) Keeps track of Member Birthdays and Events on group Calendar.
- 5) Takes notes at each meeting.
- 6) Responsible for getting re-prints of all printed supplies (Attendance Sheet, Meeting Agenda, Visitor Sign-In Sheet, etc...)

Characteristics:

- 1) Exceptional follow through and organizational skills.

TREASURER

Responsibilities:

- 1) Deposits member checks, after new members have been accepted.
- 2) Deposits cash from 50/50 bucket each week.
- 2) Keep track of, and responsible for Group Checking Account.
- 3) Responsible for payment of approved Group expenses.

Characteristics:

- 1) Exceptional follow through and organizational skills.
- 2) Ability to manage funds.

MEMBERSHIP COMMITTEE

Responsibilities:

- 1) Screen & Interview potential new members.
- 2) Make sure new members understand their group commitments.
- 3) Be available to answer all questions of group applicants.
- 4) Evaluate formal complaints, if any, about members (with help from Assistant Moderator if necessary).
- 5) Monitor Chapter Growth and develop plans to increase group membership.
- 6) Follow-up with group Visitors to ask them how they liked the meeting and find out if they have any questions.

Characteristics:

- 1) Exceptional decision makers, great attention to detail and follow through.
- 2) Good conflict resolution skills (at least 1 of the 3 members).
- 3) Ability to work as part of a TEAM.
- 4) Positive and supportive attitudes.
- 5) Values training for themselves and the chapter.

EDUCATION CO-ORDINATOR

Responsibilities:

- 1) Select weekly networking education to present to members or delegate the “Educational Moment” as desired.
- 2) Communicate with Leadership Team in selecting a weekly topic to cover.

Characteristics:

- 1) Creative, Dynamic and Energetic personality.
- 2) Great Presentation Skills / Confidence.
- 3) Committed to learning better ways to network, and offering that learning to others to help them succeed.

EVENT CO-ORDINATOR

Responsibilities:

- 1) Responsible for planning events outside of weekly meetings.
- 2) Coordinates with other Leadership members to assist them in their goals.

Characteristics:

- 1) A positive and outgoing personality.
- 2) Enjoys planning events.
- 3) Works well as a part of a TEAM.
- 4) Excellent follow-through abilities.

VISITOR HOSTS

Responsibilities:

- 1) Responsible for arriving early to set-up group meeting room (business card binder, Visitor Sign-In Sheets, buckets, tickets, etc...)
- 2) Welcomes visitors and introduces them to other members of the group.
- 3) Enters Visitor's info (from Sign-In Sheet) on our website.
- 4) Responsible for staying late to put away / pick-up all group materials.

Characteristics:

- 1) Fantastic, positive attitudes – WARM. Always Smiling.
- 2) Ability to arrive early and stay late for the meeting EVERY WEEK.

Group members interested in Leadership positions should inform the current Moderator.