

HDI Association of Nebraska Board positions

President - Open for Nomination

- Leads meetings and activities
- Ensures all board positions are filled and oversees annual officer nomination and election process
- Represents the Chapter on all official HDI matters
- Oversees all Chapter activities with other Officers
- Establishes strategic direction of Chapter based on member needs and desires
- Based on strategic direction, creates roadmap of program types that is provided to the VP of Programs
- Acts as check and balance for financial activities with Treasurer
- Serve as primary interface to vendors and maintain high standards of decorum for their involvement in the Chapter, as well as negotiate sponsorship participation

VP of Membership – Open for Nomination

- Design and implement programs for building and strengthening Local Chapter membership
- Implement a standard welcome package and letter of introduction for distribution to new and potential members
- Develop and implement an annual membership drive
- Act as the public spokesperson for the Local Chapter inquiries in any specific areas.
- Place reminder calls to members to increase participation in chapter events.

VP of Communications – Open for Nomination

- Develop and distribute ongoing and timely communications with membership and potential members using emails, mail and web site.
- Manage the invitation process for all chapter functions
- Organize reminder campaigns
- Work closely with VPs of Event Coordination and Programs to ensure timely execution of announcements, invitations, and professional services (i.e. A/V, catering, registrations, etc.).
- Work closely with the webmaster to ensure continuity of HDI Nebraska brand and image.
- Coordinate the reception of RSVPs
- Responsible for editorial content, productions, and distribution of Chapter newsletters on a monthly basis. Includes program, meeting, and membership announcements from the President and Vice Presidents and HDI Global.

VP of Finance – Position Filled

- Maintain accurate and timely accounting records of Chapter financial activity
- Prepare and present monthly and annual financial reports
- Handle deposit of funds and payment of invoices/expenses
- Works proactively with the Chapter President on a monthly basis to report on all facets of the financial status
- Prepare, maintain, and track budget
- Monitor receipt of membership dues
- Prepare and submit all financial reports required by HDI Global

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Webmaster – Open for Nomination

- Develop and maintain Nebraska HDI website
- Post timely updates submitted by the VP Communications
- Manage vendor and/or national HDI interactions concerning web hosting
- Work to constantly improve member communications and board interfaces (i.e. ease of updates, member RSVP processes, etc.)
- Has primary responsibility for HDI Nebraska brand and image and works closely with the communications team to ensure continuity of brand and image.

VP of Programs – Open for Nomination

- Identifies and develops topics, speakers and meeting agendas
- Seeks out venues and sponsors to host events
- Coordinates presentations, meeting agendas, event coordination, site visits, etc.
- Sets calendar for the year
- Responsible for the production and execution of member meetings
- Works closely with VP of Event Coordination and Communications to ensure timely execution of announcements, invitations, and professional services (i.e. A/V, catering, registrations, etc.)

VP of Event Coordination – Open for Nomination

- Works closely with the VPs of Programs and Communication to provide complete meeting and reception setup including:
- Coordination with host site for location
- Ordering and delivery of meals
- Maintain documentation of event coordination procedures for all scheduled events

Librarian – Open for Nomination

- Coordinate with Officers to develop centralized chapter documentation to promote chapter cohesiveness and consistency.
- Keep chapter metrics updated.
- Record and distribute board meeting minutes
- Develop and document chapter process and procedures
- Maintains chapter library of documents, processes and procedures
- Works closely with President and Event Coordination on monthly board meetings
- Maintains official chapter records (licenses, articles of incorporation, seal, etc.)

VP of Public Relations – Open for Nomination

- Manage a vendor sponsorship program.
- Act as a Sponsor Advocate and manage the relationship with Nebraska chapter sponsors to ensure the full benefits of sponsorship are realized.
- Secure host/sponsor give-always
- Coordinate and or develop content for organization website, press releases, thank you emails to meeting attendees, etc.