

Roles & Responsibilities Guide

This guide is designed to support both:

- Current board members in understanding their responsibilities
- Prospective leaders in exploring opportunities to get involved

Each role contributes to the success of the chapter, and while responsibilities may be shared, the President ensures all key tasks are completed. No role requires perfection – just a willingness to contribute, collaborate, and grow.

President

Estimated Time Commitment: 4-6 hours/month

Overview

The President serves as the primary leader and point of accountability for the chapter. They guide overall strategy, ensure deadlines are met, and act as the main liaison between the chapter and the Fulbright Association. This role is ideal for someone who is organized, communicative, and invested in sustaining a strong and active chapter.

Key Responsibilities

- Ensure all chapter requirements and deadlines are met
- Lead board meetings and set the annual meeting schedule
- Set chapter goals and priorities with the board
- Oversee grant applications, reports, and major submissions
- Communicate grant decisions and key updates internally
- Lead board transition and onboarding of new members
- Support leadership recruitment and succession planning
- Represent the chapter in external communications
- Support advocacy engagement and outreach
- Ensure completion of the Annual Report

Vice President

Estimated Time Commitment: 3-5 hours/month

Overview

The Vice President supports the President and plays a key role in shaping the chapter's programming and grant activity. This role is often the operational lead on events and helps ensure the chapter delivers meaningful programming throughout the year.

Key Responsibilities

- Co-lead grant applications (spring and fall cycles)
- Support planning and coordination of chapter programming
- Help organize biannual programming strategy sessions
- Track progress on planned events and initiatives
- Step in for the President as needed
- Assist with event reporting and documentation
- Collaborate with other board members to support chapter goals

Treasurer

Estimated Time Commitment: 2-4 hours/month

Overview

The Treasurer manages the chapter's finances and ensures compliance with financial and reporting requirements. This role is essential for maintaining transparency and supporting the chapter's sustainability.

Key Responsibilities

- Manage chapter funds, rebates, and reimbursements
- File required financial forms (e.g., 990-N)
- Track grant funding and ensure proper use of funds
- Confirm financial balances and reporting accuracy
- Distribute funds as needed for chapter operations
- Support budgeting for events and activities

Secretary

Estimated Time Commitment: 2-4 hours/month

Overview

The Secretary ensures that the chapter stays organized and that key information is documented and accessible. This role is central to maintaining continuity and making reporting (especially the Annual Report) efficient and accurate.

Key Responsibilities

- Maintain a running Annual Report tracker throughout the year
- Record and organize key chapter activities and outcomes
- Support submission of Annual Report and event reports
- Track deadlines and internal progress
- Manage election logistics and documentation
- Maintain records, files, and shared documents
- Support internal communication and coordination

Communications Chair

Estimated Time Commitment: 2-4 hours/month

Overview

The Communications Chair manages how the chapter engages with its members and the broader community. This role ensures consistent outreach, strong event promotion, and clear communication about opportunities and initiatives.

Key Responsibilities

- Promote events, initiatives, and opportunities
- Share updates with members (newsletter, email, social media)
- Promote calls for nominations, voting, and awards
- Support membership renewal campaigns
- Announce new board members and recognize outgoing leaders
- Develop a communications plan for the year
- Ensure events are promoted at least 2-3 weeks in advance

Membership Chair

Estimated Time Commitment: 2-4 hours/month

Overview

The Membership Chair focuses on building and sustaining a strong, engaged community. This includes recruiting new members, supporting retention, and helping identify future leaders within the chapter.

Key Responsibilities

- Recruit and welcome new members
- Maintain and review membership lists
- Support membership renewal efforts

- Promote open board positions and leadership opportunities
- Identify and engage potential future board members
- Help organize at least one open/info session annually
- Support volunteer coordination for events and initiatives

Advocacy Chair

Estimated Time Commitment: 1-3 hours/month

Overview

The Advocacy Chair leads the chapter's engagement with public policy and advocacy efforts aligned with the Fulbright mission. This role helps connect the chapter's work to broader national advocacy priorities and encourages civic engagement.

Key Responsibilities

- Develop a chapter advocacy plan aligned with national priorities
- Conduct outreach to congressional offices (March-August)
- Coordinate meetings with congressional staff
- Encourage participation in advocacy initiatives
- Invite congressional staff to relevant chapter events
- Track and report advocacy engagement as needed

Shared Responsibilities (All Board Members)

While each role has specific responsibilities, all board members are expected to contribute to the overall success of the chapter.

All Board Members Should:

- Attend board meetings regularly
- Support event planning and participation
- Contribute to strategic planning and goal setting
- Assist with outreach and member engagement
- Help identify and recruit future leaders
- Participate in board transition and onboarding processes