



## **Committee: Board of Directors**

### **Role: Co-Chair**

**Time Commitment:** Five to 10 hours per month (at least two hours most weeks)

#### **Job Description:**

- Plan and facilitate monthly board meeting, including the agenda and scheduling
- Plan and facilitate board retreats in January and mid-year
- Work with committee chairs on goals and projects
- Board and leadership recruitment
- Strategic planning for board
- Organizational growth planning and management
- Ensure organizational activities align with mission and strategic goals throughout the year
- Fundraising
- Public speaking
- Field wide range of requests from community
- Represent Beehive at community events
- Maintain annual calendar

#### **Tips:**

- Need two strong leaders with good transition and leadership development skills
- Helpful to have one co-chair in charge of meeting reminders/board communications
- Must attend most Beehive events
- Do not co-chair another committee

#### **Challenges:**

- Board member burn out
- Communications
- Difficult situations dealing with volunteers who are not meeting organizational needs and deadlines, but still donating their time and talent
- Keeping abreast of all the committees' work to ensure organizational success