

San Francisco NIRI Board Position Descriptions

President

The president is the chief executive officer of the Chapter and is responsible for providing overall leadership and direction of Chapter affairs. He or she is principally responsible for assuring continuing Chapter leadership development and orderly officer succession. The President shall preside over and vote at Board meetings, is responsible for development and maintenance of the Chapter's Bylaws, shall preside over Chapter meetings, lead annual planning sessions, lead the nominating committee and officer election process and shall coordinate activities with and among Chapter officers. The President will hold other officers accountable for mutually agreed on responsibilities. He or she, along with other officers, as appropriate, shall build relationships with other professional organizations. The President, along with the Treasurer, shall sign and deliver all contracts and obligations authorized by the Board of Directors. The President is the principal representative of the Chapter in all matters related to its dealings and relationships with the National Investor Relations Institute. The President may appoint such committees as the Board of Directors has approved, and may delegate to other officers duties in addition to those specified in the Bylaws.

Vice President – Membership Development

The Vice President – Membership Development is responsible for recruiting of new members to the Chapter and for maintaining membership records in conjunction with the chapter administrator. He or she will focus on creating awareness of the benefits of local chapter membership, as well as national membership. The Vice President – Membership Development will update and distribute membership information, NIRI literature including the chapter Fact Sheet and materials via the Chapter web site and at monthly Chapter meetings, as appropriate. He or she shall identify potential members, welcome new members via phone calls or email and organize a member networking event/reception at least once per year. The Vice President – Membership Development will develop surveys of members as needed, and perform such other duties as the Board of Directors shall prescribe. He or she shall also serve on the Nominating Committee and create the board slate for the upcoming year.

Vice President – Membership Outreach

The Vice President – Membership Outreach shall acknowledge renewing members via phone calls or email. He or she will track members who do not renew their membership and follow-up with them to see if there is anything the chapter can do better to retain members. The Vice President – Membership Outreach shall organize call lists for outreach if there is a potential for low attendance at meetings and assist the Vice President – Membership Development in carrying out his or her duties. He or she shall perform such other duties as the Board of Directors shall prescribe.

Vice President – Treasurer

The Vice President – Treasurer is the custodian of all funds, accounts, and financial records of the Chapter. He or she is responsible for maintaining an accurate accounting of the Chapter's income, expenses, and assets. The Vice President – Treasurer maintains the Chapter's bank account(s) and will make recommendations to the Board of Directors regarding billing, collections, and investments. The Vice President – Treasurer receives all collections of dues and other fees, and shall handle all deposits

San Francisco NIRI Board Position Descriptions

and pay all obligations of the Chapter. The Vice President – Treasurer will submit the annual financial statements to NIRI National and will make available upon request the full financial records of the Chapter to the Chapter President. He or she shall perform such other duties as the Board of Directors shall prescribe.

Vice President – Programs

The Vice Presidents – Programs are in charge of the execution of all monthly Chapter programs. They shall coordinate with other Board members to secure speakers, and work with the event planner at the meeting site to manage room reservations, catering, registration, and audio-visual needs. The Vice Presidents – Programs will manage or direct the management of event registration, badges, and fee collection and work with the Vice President – Treasurer on any post-event collections to ensure an accurate financial accounting for each event. They shall perform such other duties as the Board of Directors shall prescribe.

Vice President – Communications

The Vice President – Communications shall aggressively promote the Chapter's programs to the Chapter membership and other appropriate audiences. He or she will employ the latest services and technologies to ensure that members are notified in a timely and effective manner regarding Chapter meetings and other special events. He or she will work with VP - Membership and other Chapter officers and/or Directors to distribute surveys to members. The Vice President – Communications is in charge of all Chapter records. He or she shall record all meetings of the Board of Directors and maintain a file of all Board minutes. He or she shall make these minutes available to current Board members upon request. He or she shall also maintain all other Chapter records, including Bylaws, a contact list for Chapter Officers, copies of surveys, Chapter meeting notices, conference brochures and other reports that may be presented at Board meetings. The Vice President – Communications shall perform such other duties as the Board of Directors shall prescribe.

Vice President – Sponsorship

The Vice President – Sponsorship is responsible for identifying and securing monetary support for the chapter and its activities from entities such as investment banks, consulting firms, service providers, and others, with the help of other Board members. This sponsorship allows the chapter to keep chapter dues and meeting fees more reasonable for members. He or she is also responsible for ensuring that chapter sponsors get appropriately acknowledged and recognized for their support on the chapter website, at chapter meetings, and other ways as appropriate. He or she shall maintain the sponsorship flyer to be distributed to prospects and posted on the website. The Vice President – Sponsorship shall perform such other duties as the Board of Directors shall prescribe.

Vice President – Advocacy Ambassador

The Vice President – Advocacy Ambassador is responsible for building greater awareness and support at the chapter level for NIRI's advocacy priorities. He or she shall gather input (and data) from chapter

San Francisco NIRI Board Position Descriptions

members about issues that the Advocacy Committee and NIRI staff are following as well as gather suggestions from chapter members about emerging IR issues that their companies (or clients) are dealing with. The ambassador shall answer chapter members' questions about regulatory or advocacy issues and work with their fellow chapter officers to develop chapter programs on these topics. The Vice President – Advocacy Ambassador shall perform such other duties as the Board of Directors shall prescribe.

Directors at Large

The Directors at Large are key advisors to the Board and active participants in ongoing Board and Chapter activities. Each Director at Large may have a specific assignment to serve on the Board and must attend the Chapter's Board meetings. The Directors at Large may define their specific assignments for the year and will frequently volunteer to assume other tactical responsibilities for projects or other Board work. The Directors at Large will vote on all Board matters, and will lend their expertise to Board work and other Chapter and community interactions. They shall perform such other duties as the Board of Directors shall prescribe.