“The Board and the Role of the Executive Director”

The Virginia Club of New York

www.uvanyyc.org
• Introduction to the Virginia Club of New York
• Board Structure & Committees
  – Involvement & Expectations
  – Elections Process
  – Succession Planning
  – Outreach
• The Role of the Executive Director
Mission

The Mission of the Virginia Club of New York is to create and maintain a strong connection between the University and its students, alumni, and their families and friends in the Greater New York City area.

Vision

To cultivate a community which embodies the values, culture, and connections developed at the University of Virginia by:

• Giving back through community service and scholarship
• Developing cultural and educational programming
• Serving as a network for professional development
• Assisting the University through admissions outreach and development
• Providing opportunities to connect with friends, old and new, through our robust social calendar
• Enriching our community through diversity
Board Structure

• Executive Committee

• Executive Director

• Committees:
  – Engagement
  – Events
  – Finance and Budget
  – Membership & Marketing
Involvement & Expectations

Board Duties
- Attendance
- Leadership role on a Committee and/or event(s)
- Promotion of the Club, its activities, and the University

Training
- Planning Meeting – July
- Board Retreat or Outing - September/October
- Leadership Conference - Annual
Elections Process

- Our bylaws allow up to 25 Board Members
- Annual Elections
  - Candidates re-apply and apply for the Board by submitting bios in May
  - Online ballot is distributed; voting runs until the Annual Meeting
  - Annual Meeting occurs in June; slate is presented and Executive Board voted upon
- There is no maximum number of years one can serve; in fact, longevity is encouraged!
Succession Planning

- President & Executive Director serve staggered terms
  - A two-year term is typical for both
- President is typically selected from the Executive Committee
- Multiple Board Members head each Committee
Outreach

• Annual Meeting
• Current Board Members
• Events (attendance and/or participation)
  – Mr. Jefferson’s Holiday Party
  – Harriman Cup
  – Summer Softball
• Website
• E-newsletter
• Social media
The Executive Director

• Reports directly to the Board of Directors, with direct supervision by the President

• Duties
  – Events planning
  – Membership
  – Non-profit management
    • Attends all Board of Directors and Committee meetings
    • Meets with President and Treasurer as necessary
  – Club communication
Thank You

• Any questions?

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