



Job Summary for Les Dames DC Board Positions

In addition to the job descriptions and terms outlined in the [Bylaws](#) and [Standing Rules](#) for officers and directors, the members of the board shall attend all Board of Directors meetings and actively participate in the management and operations of the Chapter. All positions are volunteer-based and do not receive any remuneration. All candidates should exhibit integrity, credibility and commitment to and passion for Les Dames DC's mission.

President

The President has overall strategic and operational responsibility for Les Dames DC, its programs, philanthropy, communications, finance and member engagement. She ensures the Board is aware of and fulfills their governance responsibilities and complies with applicable laws; sees that the Chapter operates according to its Bylaws and Standing Rules; she conducts meetings effectively and efficiently.

Responsibilities cover

- Leadership & Management
- Education and Community Outreach
- Philanthropy
- Communications
- Planning, Strategy and New Business

In order to fulfill these responsibilities, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors, Officers, and Committee Chairs, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the Bylaws. The President may delegate specific duties to Board members and/or committees as appropriate; however, the accountability for them remains with the President. The President is accountable to the Members.

Qualifications:

Candidates will be thoroughly committed to the Chapter mission and should have proven leadership, coaching and relationship management experience.

First Vice President

The 1st VP is responsible for cultivating relationships with members (Member Engagement); identifying outstanding candidates (New Membership); and overseeing administrative activities (legal, admin, etc). The 1st VP reports to the President.

Qualifications:

Candidates should have a collaborative style and good coaching skills; be a relationship builder with the flexibility and finesse to "manage by influence"; is someone who enjoys creating and implementing new initiatives.

Second Vice President - Education & Community Outreach

The 2nd VP is responsible for the operational success of Education, Community Outreach, Green Tables and Global Culinary Initiatives. The 2nd VP reports to the President.

This is an extraordinary opportunity for an individual with team management experience to grow and further develop our programs. The successful candidate will lead programs, work collaboratively with our high-performance members and partner with like-minded external organizations.

Qualifications:

Candidates should have excellent coalition-building skills; strong project management skills; be highly organized in setting priorities, shaping processes, guiding people and systems.

Les Dames d'Escoffier International
Washington DC Chapter

Second Vice President - Development & Philanthropy

The 2nd VP is responsible for successful and sustained Philanthropy, including Development, Fundraising, Scholarships, Grants/Mentoring. The 2nd VP reports to the President.

Qualifications:

Candidates should demonstrate excellent communication skills, both written and oral; be able to influence and engage a wide range of donors and build long-term relationships; have collaborative management style to support sub-committees.

Communications Officer

The Communications Officer guides all communications, website, public relations messages and collateral to consistently articulate Les Dames DC's mission. Duties cover correspondence, database management, website management, PR and management of electronic communications software. The Communications Officer reports to the President.

Qualifications:

Candidates should demonstrate technology knowhow across several platforms; be able to coordinate diverse teams; have strong organizational skills and ability to set priorities.

Finance Officer

The Finance Officer leads all financial administration, business planning and budgeting. The Finance Officer reports to the President.

Qualifications:

Candidates will ideally have experience managing finance (accounting, budgeting, control, and reporting), and at a minimum have an understanding of working with numbers; be proficient in Excel; have working knowledge of QuickBooks (or a strong desire to learn); and have a fastidious attention to detail, procedures and rules.

Recording Secretary

The Director-Recording records the activities of the Chapter. Duties cover taking minutes, maintaining records of the Chapter and adhering to Robert's Rules of Order. Director-Recording reports to the President.

Qualifications:

Candidates should have strong business writing skills; be able to synthesize discussions into factual text that accurately reflects the intent; if possible, will have an understanding of legal matters. She must be able to maintain strict confidentiality.

Director-at-Large

Directors-at-Large actively participate in the growth and development of the Chapter.

Qualifications:

Candidate skills: To be updated annually by the Board, who must identify which jobs requiring fulfillment together with correlating skills. This information is provided to the Nominating Chair.