**Dubuque Women’s Leadership Network**

Position **Director – Member at Large**

Term One (1) Year

Tenure Can serve up to three (3) consecutive terms

Updated June 2018

1. This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
2. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
3. The Member at Large position was added to a board position in May 2006. The intention of this position is to invite someone from the membership, in good standing, to learn each of the board position responsibilities. If, for any reason, a board position opens during the year, she could be asked to fill the vacant position through the remaining term.
4. The Member at Large is responsible for welcoming and acting as hostess to all new members attending their first WLN luncheon.
5. The Member at Large is responsible for composing and sending a welcome e-mail to all new members, providing them her contact information, next meeting date, how to RSVP to the next meeting, an overview of the WLN organization including a recommendation to join the WLN Group on Linkedin, as well as an invitation to seek her out at the next luncheon to receive their welcome packet.
6. At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2020 Margaret OReilly
2019-2018 Erin Sieverding
2018-2014 Stacey Hines
\*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year
2014-2013 Jen Mond
2013-2012 Kelly Cooper
2012-2011 Zoe Houlihan
2011-2010 Barb Myers
2010-2009 Sandi Swift
20069-2008 Jennifer Steines
2008-2006 Viva Betzner