

## **Bemidji Pride Board of Directors Co-Chair Position Description:**

### **Collaborating closely with the Chair, the Co-Chair:**

1. Co-creates agendas.
2. Fills in for chair in leading meetings when needed.
3. Performs other chair responsibilities to fill in as needed.
4. Recommends who serves on committees.
5. Follow up on action items to ensure they are completed.
6. Performs other duties assigned by the Chair.

To ensure smooth and productive meetings, the Co-chair's basic responsibilities include working with the Chair to create the meeting agendas and filling in for the Chair to lead meetings when the Chair cannot attend.

Additional and more broad responsibilities include the following:

- The Co-Chair will be the primary evaluator of the needs of the sub-committees and will recommend the appointment of sub-committee members. This includes getting to know potential sub-committee leads and members and helping them understand their roles and responsibilities.
- The Co-Chair will also be responsible for reviewing the agenda and minutes after the meeting and ensuring completion of all action items. This is accomplished by fostering communication channels with and among the sub-committee leads and major contributors. This may also involve supporting sub-committee leads in achieving their goals by connecting them with resources.

The typical time commitment of the Co-Chair includes: Attendance at one board of directors meeting per month, approximately two hours. Other related work is estimated to take 2-3 additional hours per month. In the 2-3 months leading up to the annual Bemidji Pride event, all board of directors members, sub-committee leads, and major contributors should anticipate a gradual ramping up of time commitment (at and outside of meetings). In the weeks leading up to the main event, meetings occur weekly.