



# CAMOM Board

This document outlines the work content and responsibilities specific to each Board position and/or Board Committee within the CAMOM Board. *Last updated July 2022*

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# President Roles & Responsibilities

## President Composition

- 1 volunteer Board member

## President Roles and Responsibilities

1. Oversees management of CAMOM and supervises the affairs of all Board committees in adherence to the organization's mission and goals.
2. Convenes and prepares agenda for monthly Board Meetings and Executive Board Meetings.
3. Runs the business portions of all General Meetings.
4. Serves as the official representatives of CAMOM.
5. Ensures CAMOM's compliance with state and federal agencies as a 501c3.

## President Expectations

- Meets regularly with Co-President as needed
- Leads all Monthly Board Meetings and Monthly Executive Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Vice President Roles & Responsibilities

## Vice President Composition

- 1 volunteer Board member

## Vice President Roles and Responsibilities

1. Supports President responsibilities where needed and assists in supervision of Board committees in adherence to the organization's mission and goals.
2. Convenes and prepares agenda for monthly Board Meetings and Executive Board Meetings.
3. Convenes and prepares agenda for monthly Member Meetings.
4. Ensures CAMOM's compliance with state and federal agencies as a 501c3.

## Vice President Expectations

- Meets regularly with President as needed
- Leads monthly meetings when President is absent, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Supports other Board initiatives and hosts social activities for Members when possible.

# Secretary Roles & Responsibilities

## Secretary Composition

- 1 volunteer Board member

## Secretary Roles and Responsibilities

1. Ensures CAMOM rules and bylaws are adhered to by the Board
2. Records minutes at Board meetings
3. Implements, tallies, and reports Board decisions at Board meetings
4. Notifies Board members of all scheduled meetings
5. Manages and updates Board Roster and CAMOM Board Roles & Responsibilities Document as needed.

## Secretary Expectations

- Meets regularly with Treasurers and Presidents as needed.
- Attend Monthly Board Meetings and Monthly Executive Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Treasurer Roles & Responsibilities

## Treasurer or Co-Treasurer Composition

- 1 to 2 volunteer Board members

## Treasurer Composition Roles and Responsibilities

1. Manages finances of CAMOM including maintaining financial records, ensuring proper procedures are being upheld, tax filing, and distributing relevant funds to committees.
2. Prepares and maintains annual budget and submits for Board approval.
3. Presents budget updates at each Board meeting and shares financial updates in newsletters.
4. Processes reimbursements to Board members for committee activities and social events upon request.

## Committee Member Expectations

- Meet regularly with Board members as needed.
- Attend Monthly Board Meetings and Monthly Executive Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Membership Committee Roles & Responsibilities

## Membership Committee Composition

- At least 2 volunteer Board members

## Membership Committee Roles and Responsibilities

1. Leads screening and recruitment process for all new membership requests.
2. Welcomes new members by sending both electronic and physical welcome packets and introducing them via CAMOM Chat and e-newsletter.
3. Hosts biannual New Member Socials.
4. Regularly monitors members on online groups for confirmation of active statuses.
5. Considers membership fee waivers based on financial need and processes unique membership levels such as legacy memberships and family memberships.
6. Coordinates with Co-Presidents to identify and maintain partnerships with regional, national, and international multiples organizations such as Multiples of America.

## Committee Member Expectations

- Attend and participate in monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors.
- Support other Board initiatives and host social activities for Members when possible.

# Sunshine Committee Roles & Responsibilities

## Sunshine Committee Composition

- At least 2 volunteer Board members

## Sunshine Committee Roles and Responsibilities

1. Supports CAMOM members who are new parents or parents in need via volunteer coordination of meal deliveries, gift cards, bedrest or NICU care packages, and/or needs of borrowing clothing from CAMOM's Premie Closet for premature children.
2. Facilitates Big Sister (mentor) program that matches experienced parents with new parents of multiples
3. Develops and shares online resources for parents in need including NICU parents and parents of premature children, postpartum depression, bedrest, and other relevant topics.
4. Collates lists of expectant parents and birth announcements to share on monthly e-newsletter.
5. Facilitates Rays of Sunshine Support Group program with volunteer co-hosts

## Sunshine Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Philanthropy Committee Roles & Responsibilities

## Philanthropy Committee Composition

- At least 2 volunteer Board members

## Philanthropy Committee Roles and Responsibilities

1. Mobilizes volunteers and resources from CAMOM membership to assist the broader community via service days, collection drives, and other charitable giving initiatives.
2. Announce philanthropy events online via website, Facebook, newsletter.

## Philanthropy Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.



# Social Activities Committee Roles & Responsibilities

## Social Activities Committee Composition

- At least 1 volunteer Board member

## Social Activities Committee Roles and Responsibilities

1. Provide social opportunities for members and their families via playdates for kids, daytime or evening adult meetups
2. Pursue hosts from general membership and Board via CAMOM Chat posts, newsletter, etc.
3. Create event listings on website and CAMOM Chat (Facebook) for upcoming social activities. For the following Announce and set reminders for upcoming social activities on CAMOM website and CAMOM Chat (Facebook)

## Board Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Family Events Committee Roles & Responsibilities

## Family Events Committee Composition

- 2-3 volunteer Board members

## Family Events Committee Roles and Responsibilities

1. Coordinates large family events including Family Halloween Social, Holiday Party, and the Summer Picnic.
2. Responsible for securing venues, vendors, amenities, and volunteers.

## Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Fundraising Committee Roles & Responsibilities

## Fundraising Committee Composition

- 1 or 2 volunteer Board members

## Fundraising Committee Roles and Responsibilities

1. Organizes fundraising events or projects such as Restaurant Nights, sales of CAMOM logo merchandise, or other grassroots ideas to boost revenue.
2. Identifies and maintains passive fundraising accounts such as Amazon Smile, ShopwithScrip, Certifikid, and Terracycle.
3. Promotes fundraisers via CAMOM website and social media.

## Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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# Sales Committee Roles & Responsibilities

## Sales Committee Composition

- At least 3 volunteer Board members

## Sales Committee Roles and Responsibilities

1. Organizes biannual consignment sale fundraisers in the fall and spring
  - a. Manages inventory software, quality control of sale items
  - b. Provides training on how to prepare items for sale.
  - c. Manages rentals of any storage units and storage pods.
  - d. Secures venue, amenities, and volunteer task force for each sale.
  - e. Prepares venue and floor plan of sale items according to clothing size and categories.
2. Processes sale vouchers for community members in need and VIP sale passes.
3. Schedules pick-up of unsold sale inventory.
4. Promote sales via CAMOM website, social media, other online and in-person marketing channels.

## Sales Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

# Sponsorship Committee Roles & Responsibilities

## Sponsorship Committee Composition

- 1 to 2 volunteer Board members

## Sponsorship Committee Roles and Responsibilities

1. Identifies and builds relationships with corporate and community sponsors for CAMOM family events and other fundraising efforts to benefit CAMOM.
2. Recruits and manages sponsor highlights on CAMOM Newsletter and CAMOM Chat (Facebook).
3. Partner with Membership, Family Events, Newsletter, Webmaster, and Social Media to make sure sponsor benefits are fulfilled for current year's sponsors.
4. Offers opportunities for annual giving, planned giving, and other efforts to benefit CAMOM.

## Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
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# Social Media Committee Roles & Responsibilities

## Social Media Committee Composition

- 1 volunteer Board member

## Social Media Committee Roles and Responsibilities

1. Manages CAMOM's social media presence on private accounts including CAMOM Chat and CAMOM Exchange by scheduling posts, encouraging and moderating discussions, and, where appropriate, creating new groups at CAMOM members' requests.
2. Assist in broadcasting upcoming events, fundraisers, posts from CAMOM Page when requested
3. Making seasonal and quarterly changes to CAMOM Chat cover photos.

## Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
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- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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# Newsletter Committee Roles & Responsibilities

## Newsletter Committee Composition

- At least 1 volunteer Board member.

## Newsletter Committee Roles and Responsibilities

1. Manages content from relevant Board Members/Committees and publishes monthly “Multiple Matters” e-newsletter to CAMOM membership.

## Newsletter Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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# Webmaster Committee Roles & Responsibilities

## Webmaster Committee Composition

- 1 or 2 volunteer Board members

## Webmaster Committee Roles and Responsibilities

1. Maintains public website including keeping site up-to-date with new events, changed information, and announcements.
2. Manages and updates email aliases and Board Roster for [www.camom.org](http://www.camom.org) as needed.
3. Maintains online member portal.

## Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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