

Evanston Small Business Network

Duties of Officers

Director:

- Conduct Meetings (both Board & General)
- Prepare Agenda
- Work directly with Board Members
- Share ESNB with other businesses

Vice Director:

- Assist Director
- Manage meetings when necessary
- Secure Educational speakers as needed

Secretary/Media Director:

- Take minutes of meetings
- Post meeting notes to website & Facebook
- Update newspaper & Chamber events calendar as needed
- Send emails to members of meetings

Treasurer:

- Make deposits and write checks
- Prepare financial reports, quarterly
- Reconcile bank statements
- Enter all transactions into Quickbooks

Membership Coordinator:

- Maintain membership records & roster
- Collect membership dues
- Secure member speakers for meetings
- Notify Director, Secretary/Media Director, & Webmaster with this information

Web Master:

- Update website with timely information (speakers for meetings, special events, etc.)
- Maintain backend coding, analytics, and hosting platform