

JOB DESCRIPTION

FOR YOU NETWORK™ LOCAL CONNECTION NETWORK DIRECTOR

LOCAL CONNECTION: For You Network™ Director.

OFFICE: May hold other offices.

QUALIFICATION: - Member in Good Standing of For You Network™.
- Leadership ability and experience.

Appointment: Recommendation by
- Outgoing Director based on performance
- EST member/board
- Advisory Board.

TERM OF OFFICE: 12 to 24 month.
Until resignation, removal or disqualification (not a member).

REMOVAL: Majority +1 vote by EST.

RESIGNATION: Any time upon written notice to EST.

VACENCIES: Promotion from Co-Director position and/or appointed/filled by EST.

RESPONSIBILITY: The Director shall

- Continually thrive to fulfill and maintain the mission of the For You Network™.
- Participates in the planning, marketing, customer service, fiscal management, administration, resource management and technology of the Local Connection.
- Maintains a financially viable For You Network™ Local Connection and provide the EST treasurer or designate with monthly financial, membership and directors report.
- Surround herself with a functional Success Team.
- Communicate with Local Connection Success Team and Local Connection For You Network™ members, keeping them informed of meetings, events and known special events throughout the community, via e-mail, mail, distribution of flyers, personal contact etc.

- Accept additional responsibilities ie: President Board of Directors.
- Prepares (delegates) for the Local Connection meeting and selects quality speakers and programs throughout the year.
- Communicates issues, problems and solutions to the EST member/s.
- Communicates with other For You Network™ Directors as needed.
- Maintains high ethics and does not use the For You Network™ for excessive self-promotion.
- Communicates with the NAFE Regional Coordinator.
- Provides a positive environment for members at monthly meetings, seminars or other For You Network™ sponsored events.
- Attends Board of Directors (2/4) and Local Connection and Success Team meetings.
- Maintaining a financially viable For You Network™ Local Connection and provide the Executive Board with monthly report accounting for
 - Financial and
 - Membership information.
- Appoint the Local Connection Success Team as outlined in Bylaws.
- Communicate with all members of the For You Network™ Local Connection Success Team.
- Prepares (delegates) Local Connection meeting agenda, assigns time elements to agenda, and selects the monthly member to be featured during the meeting.
- Willing to serve as Committee Chair, Principal, or Co-Principal Director as outlined in Bylaws.
- Communicate with all members of the For Your Network™ Executive Board.
- Liaison between For You Network™ Local Connection members and Executive Board.
- Ensuring that all duties according to the For You Network™ Bylaws are being completed and fulfilled (secretary, historian, lifelong learning).
- Communicate with all Local Connection members and inform them of monthly meetings via e-mail, mailing or distribution of flyers, personal contact etc..
- Maintain high ethics and do not use the For You Network™ for excessive self-promotion.

- Communicate with the NAFE Regional Coordinator.
- Provide a positive environment for members at monthly meeting, seminars or other For You Network™ sponsored events.
- Attends all Executive Board, Board of Directors and Success Team meetings.
- Provide orientation, training, job description and job manual to each member of the Success Team.
- Provides up-to-date information to all local members and maintains quality information on the For You Network™ website.
- Assures that Local Connection Success Team members have the tools for their individual positions (membership and treasurer meetings).