

## FBF Board Positions

### **Board of Directors**

The FBF Board structure includes nine (9) officers: President, Vice-President, Treasurer, Secretary, Technology Officer, Communications Officer, Projects Officer, Membership Officer and Newsletter Editor.

#### **President**

- Fosters communication, especially among FBF officers
- Fosters a common vision of action and success among the Board and membership of FBF
- Responsible for setting the FBF meeting and organizational agendas
  - Schedules Board of Director meetings/teleconferences on a quarterly basis
  - Calls and schedules special meetings as necessary
  - Sets target dates for the FBF newsletter, *The Burkina Connection* and works with the editor and co-editor so that publication takes place as scheduled and on a timely basis.
  - Establishes the calendar for Membership Drives and Fundraising Campaigns and assists those assuming primary responsibility for these events.
- Interfaces with the Public as needed
- Writes a column for each newsletter
- Prepares updates for the “pre-teleconference updates document” on activities for the Board before the next quarterly Board meeting

#### **Vice President**

- Provides backstopping to the President and Treasurer
- Facilitates and coordinates internal FBF functions
- Works in collaboration with the President to build institutional capacity and document processes for future leadership teams
- Periodically writes an article for the newsletter

#### **Treasurer**

- Deposits all in-coming checks in the FBF bank account in a timely manner (at least twice a month)
- Records information from membership and donation forms in a database and in MailChimp in a timely manner (at least twice a month)
- Pays FBF bills in a timely manner
- Transfers funds to projects supported by FBF as requested by the Projects Committee and approved by the Board in a timely manner (within 7 business days of the request)
- Maintains an accounting system to track:
  - Incoming funds (via check, Pay Pal, GlobalGiving, NPCA etc):
    - the amount of funds received,

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- donor
- the purpose of funds (e.g. membership, projects, general funds etc)
  - Out-going funds, including amount of funds dispersed, purpose and dates dispersed; and
  - Current balance - shared with the BOD and Projects Committee at any time upon request
- Prepares and submits tax forms to the IRS annually.
- Prepares and submits paperwork for the re-incorporation of FBF with the District of Columbia every two years
- Writes and sends Thank You letters for all donations to FBF projects
- Prepares updates for the Board prior to each quarterly Board meeting

### **Secretary**

- Coordinates the process whereby Directors and Chairs circulate information about their respective activities so that the board has time to review before the next teleconference
- Takes minutes of Board conference calls
- Distributes minutes from FBF meetings and teleconferences to all Board members and Chairs within 10 business days of the meeting
- Periodically writes an article for the Burkina Connection newsletter
- Supports committee work

### **Technology Officer**

- Oversees management of (1) FBF Drupal-based website [www.friendsofburkinafaso.org](http://www.friendsofburkinafaso.org), (2) Functioning of MailChimp membership account database & mailing service, and (3) Google for NonProfits Admin suite
  - Any of these responsibilities may be given to a separate Technology Committee Chair should one be appointed
- Acts as, or establishes, the contact person for regular communication between FBF officers and committee members for website related issues that arise periodically.
- Ensures requests to update website, including content or layout, from any Board member are fielded within 1 week.
- Liaises with the back-end web specialist to ensure [www.friendsofburkinafaso.org](http://www.friendsofburkinafaso.org) runs properly and has all necessary security updates.
- Liaises with Treasurer to ensure payments for all technology services (web hosting, domain name hosting, MailChimp account) are paid on a regular basis.
- Chairs the Technology Committee, or appoints a Chair.

### **Communications Officer**

- Assumes leadership of FBF's relations with the membership and wider community interested in Burkina Faso
- Authors, collects, and promotes content on the FBF public Facebook page
- Oversees, along with Secretary, admission into FBF 'Members Only' Facebook page.

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- Serves as Chair of Community Relations Committee, coordinating all activities that are served by the roles of the Membership Coordinator, the newsletter team, the PC-BF Liaison and the NPCA Liaison
- Serves as central FIRST contact for:
  - persons who have an interest in becoming more involved in FBF and/or who have talents to offer the organization
  - persons who have Burkina or FBF-related questions for the organization
    - Fields questions from the public
      - answers them when appropriate and feasible OR
      - passes them on as necessary to appropriate responders
- Strategizes and collaborates with Projects Chair on how best to promote our projects and fundraising efforts
  - Jointly implements any fundraising efforts with Projects Chair
- On occasion, plans and/or coordinates the execution of events (with the assistance of other FBF officers and committee members) that bring together our membership or people who are interested in what FBF does
- Works with Board members to determine if there are other community relations efforts that FBF should consider implementing in the future

### **Projects Officer**

- Chairs the Projects Committee
- Recruits FBF members to serve on the Committee and encourages them to serve as “designated project managers” responsible for overseeing/managing specific projects/proposals.
- Establishes the schedule and agenda for Project Committee meetings, with DC-area members typically attending in-person while out-of-town members normally attending electronically.
- Coordinates, in collaboration with designated project managers, the Committee’s project and proposal evaluation and review processes. This often entails
  - correspondence with potential grantees who have submitted proposals in accordance with our [grant proposal guidelines](#) to obtain additional information, if needed, for the Committee to arrive at a decision to recommend to the Board that it approve/authorize the release of funding to the grantee’s organization,
  - communication with key individuals in the field, namely the leader of grantee organization whose project has been approved and the third-party observer who has agreed to monitor project development and share their objective assessment of its implementation,
  - reporting to FBF leadership about project operations, challenges encountered, and progress achieved,
  - writing website and newsletter articles for the FBF newsletter, *The Burkina Connection*, informing our membership and the general Public on project developments.

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- Fundraising
  - Collaborates with the Communications Officer to spearhead the organization's Fall Fundraising Campaign in support of FBF-approved projects
  - Serves as a liaison with non-governmental organizations (e.g., SEDELEN, ABADAS, Sustain for Life, GlobalGiving) willing and/or interested in partnering and leveraging resources with FBF in support of indigenous development efforts in Burkina Faso.
- Intermediate to advanced level French is necessary for this role.

#### **Membership Officer**

- Responds in a timely fashion to any/all membership-related questions
- Prepares the yearly membership drive mailing in January-February of each year, coordinating with other Board Members as needed (Secretary, Treasurer, Communications Officer)
- Interacts with NPCA to keep FBF up-to-date with FBF memberships that have come via NPCA.

#### **Newsletter Editor**

- Suggests the types of articles to make the newsletter relevant interesting and dialogues with the Board of Directors about production plans
- Secures commitments from selected contributors (i.e., President's yiri, projects update, etc.)
- Encourages, cajoles, and prompts contributors to submit articles on time.
- Produces two newsletters a year in keeping with budget allocations
  - Solicits articles, sets deadlines
  - Edits articles for length and content
  - Does layout and design