



SHD Board Member Positions available for 2020:

Puestos de la Junta de SHD disponibles para 2020:

President

Vice President

Member
Representatives

If you would like to nominate yourself,
or another person, please email us at
shdinformacion@gmail.com

Si desee nominarse a sí mismo,
u otra persona, envíenos un correo electrónico a
shdinformacion@gmail.com

Nominations due:

April 1st, 2020

El plazo para las nominaciones es:

Primero de abril de 2020



Sociedad Hispana Doylestown (SHD) * Board Member Responsibilities

Position	Responsibilities * All Board positions – except member representatives – must (a) be fluent in both written and spoken Spanish & English, and (b) attend SHD Board meetings quarterly, or as needed.	* Current * (previous)
President	<ul style="list-style-type: none"> • Two-year commitment (minimum) • Assist all Board members with SHD activities, as needed • Manage rolling membership system • Update membership information with Google spreadsheet • Update SHD membership directory, as needed • Remind SHD members about membership renewal (Sept-Dec) • Contact SHD sponsors and prospective sponsors, as needed • Approve all financial transactions, including reimbursements • Signing authority on SHD checking account; deposits checks • Schedule, organize and attend SHD Annual Members' Meeting • Schedule/ lead SHD Board meetings (quarterly, or as needed) • Meet monthly with Vice President to discuss SHD updates 	* Juan Navia * (Melissa Harrison, Terry Hull)
Vice President	<ul style="list-style-type: none"> • Two-year commitment (minimum) • Assist President with responsibilities, as needed • Assist all Board members with SHD activities, as needed • Plan board meeting agendas with SHD President • Schedule, organize and attend SHD Annual Members' Meeting • Meet monthly with President to discuss SHD updates 	*Melissa Harrison*
Treasurer	<ul style="list-style-type: none"> • One-year commitment (minimum) • Update all SHD financial records • Update balance in bank book, as needed • Maintain digital & written copies of all financial transactions • Keep records of all receipts and other financial documents • Complete tax form for SHD organization • Prepare actual & projected budget • Share financial update at Board meetings • Collaborate with Fundraising Committee, as needed 	* Juan Navia * (Terry Hull)
Secretary	<ul style="list-style-type: none"> • One-year commitment (minimum) • Update members' information in Google Contacts, as needed • Reply to (or forward) SHD email correspondence • Manage Google Drive files • Update website and contact site host, as needed • Design and/or print SHD brochures, flyers, etc. • Print Board meeting agendas • Take minutes at Board meetings • Prepare PowerPoint presentations, as needed • Remind SHD members about membership renewal (Jan-April) • Collaborate with Publicity Committee, as needed 	* Melissa Harrison *

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Fundraising Director	<ul style="list-style-type: none"> • One-year commitment (minimum) • Develop fundraising ideas and determine fundraising goals • Plan and host annual fundraising event • Research and write grants • Contact prospective sponsors • Attend SHD Board meetings (quarterly, or as needed) • Schedule/ lead meetings for Fundraising Committee (as needed) 	* Heidi Roux * (Terry Hull)
Scholarship Director	<ul style="list-style-type: none"> • One-year commitment (minimum) • Organize SHD scholarship process • Contact school coordinators (e.g. teachers) • Contact SHD volunteers (e.g. judges) • Schedule/ lead training meeting for judges • Communicate with scholarship candidates via email • Select location for interviews and gala; maintain communication • Plan awards gala with SHD Events Committee • Schedule/ lead meetings for Scholarship Committee (as needed) 	* Daisy Rodriguez-Kelly * (Dr. Brian Caughie)
Publicity Director	<ul style="list-style-type: none"> • One-year commitment (minimum) • Coordinate with other SHD directors to update calendar • Update blog and email link to members, as needed • Post SHD events on Facebook, Twitter, Instagram and blog • Send info to print media (Bucks County Herald, The Intelligencer, etc), as needed • Promote events of other local Latino/Hispanic groups related to the arts, literature and music • Share articles of Latino/Hispanic interest related to arts, literature, music, food and heritage • Remind SHD members about membership renewal (May-Aug) • Attend SHD Board meetings (quarterly, or as needed) • Schedule/ lead meetings for Publicity Committee (as needed) 	* Susan Lee-Miller * (Karin Schreiber de Cebado, Esther Gea, David Toledo)
Events Director	<ul style="list-style-type: none"> • One-year commitment (minimum) • Summer Asado: schedule, organize & attend • Fall Activity: varies (show, cooking class, museum, etc.) • Winter Party: schedule, organize & attend; in December • Spring Activity: varies (show, cooking class, museum, etc.) • Plan awards gala with SHD Scholarship Committee • Attend SHD Board meetings (quarterly, or as needed) • Schedule & lead meetings for Events Committee 	*Kathleen Hermann* (Gabriela Harris, Rocio Higney)

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Outreach Director	<ul style="list-style-type: none"> • One-year commitment (minimum) • Organize school presentations and volunteer opportunities • Schedule ESL classes and coordinate with SHD instructors • Update list of SHD members who are available as Spanish tutors • Maintain communication with other local organizations that have similar mission statements to that of SHD • Communicate with SHD members regarding outreach opportunities • Collaborate with Publicity Committee, as needed • Schedule & lead meetings for Outreach Committee 	*Melissa Harrison*
Member Representatives	<ul style="list-style-type: none"> • One-year commitment (minimum) • Member representatives are also called “Vocales” • Participate in Board discussions • Provide suggestions to Board members • Assist Board members with SHD activities, as needed • Communicate with other SHD members; encourage participation • Attend SHD Board meetings, but do not vote 	*Gabriela Harris* *Gun-Marie Nalsen* *Paz Filgueira-Méndez*