Cincideutsch Officer Roles

Table of Contents

Purpose of this document

The purpose of this document is to provide general guidance on the role requirements for the Cincideutsch Officers and the responsibilities and duties assigned to it. Overall, officers have a duty of loyalty to Cincideutsch, its board members, and other officers. While differences of opinion will likely arise, leadership should keep disagreements impersonal. By practicing discretion and accepting decisions reached. In addition to each individual officer responsibility, officers are expected to attend Cincideutsch board meetings and vote in elections.

President

Current Position Holder
Name: Michel Portmann

Election
The President is elected at the annual meeting of Cincideutsch to hold office for a one-year term or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements
- A commitment to, and a clear understanding of the mission of Cincideutsch.
- Extensive strategic leadership experience in management of organizations of comparable size.
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated record of accomplishments of promoting diversity and an ability to build collaboration with the community at large.
- Experience for 5-7 years in Senior Strategic Leadership or Team Management required.
- Experience in or across multiple sectors, including nonprofit or corporate environments.
- Experience in developing partnerships, building teams and conflict management.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.
- Native or equivalent skills in the German Language.

Job Duties and Responsibilities
1. Ensure the organization's activities are compliant and in furtherance of its mission
2. Lead, manage, and develop the organization's officers, board of directors, volunteers, and organizational culture
3. Develop, implement, monitor, and assess the organization's programs (including their impact)
4. Monitor and assess sound and compliant financial management practices (including budgeting)
5. Develop, inform, and support the officers, board, and the board committees to carry out their governance functions
6. Partner with the officers and board of Directors to help ensure the board's directives, policies, and resolutions are carried out
7. Develop and maintain beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders
8. Ensure effective external communications about the organization and its mission, priorities, importance, programs, and activities
9. Champion the organization and advocate its mission to internal and external stakeholders
10. Keep organization's leadership informed of significant developments and changes in the internal and external environment
11. Lead the organization's planning processes
12. Maintain written documentation for knowledge transfer preparation.
13. Ensure legal compliance and sound risk management practices

Treasurer – Officer Position

Current Position Holder
Name: Linda McAlister

Election
The Treasurer is elected at the annual meeting of Cincideutsch to hold office for a one-year term or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements
- A commitment to, and a clear understanding of the mission of Cincideutsch.
- Financial knowledge.
- Personal commitment to devote the time necessary to perform the responsibilities of treasurer.
- Understanding of financial accounting and reporting for nonprofit organizations.

Job Duties and Responsibilities
1. Manage the board's review of, and action related to, the board's financial responsibilities.
2. Ensure that appropriate financial reports detailing income, expenditures, and asset values are made available to the board on a timely basis.
3. Manage and write checks.
4. Prepare and present the annual Cincideutsch budget to the board for approval.
5. Develop fiscal policies for recommendation to the board to ensure the financial integrity and sustainability of the organization.
6. Develop and follow long-term financial strategies.
7. Maintain written documentation for knowledge transfer preparation.
8. Stay informed of current legal, regulatory, and sector developments relating to the organization's financial responsibilities.
9. Maintains directors' & officers' liability insurance policy.
10. Perform other related duties as assigned.

Secretary – Officer Position

Current Position Holder

Name: Stacy Buschhaus

Election

The Secretary is elected at the annual meeting of Cincideutsch to hold office for a one-year term or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements

- A commitment to, and a clear understanding of the mission of Cincideutsch.
- Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws of the organization.
- An adequate level of writing proficiency and access to a computer for word processing purposes.

Job Duties and Responsibilities

1. Create and distribute the agendas for board meetings and organization membership meetings in a timely manner.
2. Accurately record and distribute the minutes of board meetings. The minutes should reflect the format and level of detail that the board has determined .
3. Create and maintain an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of a year
4. Maintain an up-to-date list of members.
5. Maintain written documentation for knowledge transfer preparation.
6. In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary's responsibility to find an alternate.
7. Perform other related duties as assigned.

Vice President of Communications and Digital Strategy

Current Position Holder
Name: Peter Rother

Election
The Vice President of Communications and Digital Strategy is elected at the annual meeting of Cincideutsch to hold office for a one-year term, or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements
- A commitment to, and a clear understanding of the mission of Cincideutsch.
- Experience in development and implementation of web-based architecture and applications or related areas.
- Knowledge of principles and best practices of web page and website construction and maintenance.

Job Duties and Responsibilities
1. Plan, design, develop, and edit major web applications for Cincideutsch; CMS websites.
2. Oversee the technical development and implementation of templates for the Cincideutsch website.
3. Coordinate and update the content, flow, and accessibility of information on sites in a timely manner; ensure web pages adhere to best practices, established policies, procedures, and guidelines for posting of graphics and text.
4. Monitor pages to ensure links remain active and information posted remains timely; coordinate with software vendors and information technology personnel to resolve technical problems and to provide interfaces between web services and other computer-based information services.
5. Manage email addresses and distribution lists
6. Stay abreast of technological advancements that can improve the efficiency and effectiveness of the Cincideutsch website; ensure search engine optimization through website registering and marketing the site with identified internet links, social media integration; monitor site traffic and scale site capacity to meet traffic demands.
7. Coordinate with Vice President of Events Coordination and Vice President of News Distribution and Social Media to keep website up to date
8. Update meeting minutes, event calendar, volunteering events, and newsletter on the website in a timely manner
9. Maintain written documentation for knowledge transfer preparation.
10. Perform other related duties as assigned.

Vice President of Events Coordination

Current Position Holder

Name: Elle Gerhards

Election

The Vice President of Events Coordination is elected at the annual meeting of Cincideutsch to hold office for one-year term or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements

- A commitment to, and a clear understanding of the mission of the Cincideutsch.
- Excellent organizational skills and sound judgment.

Job Duties and Responsibilities

1. Plan, implement, and follow-up for special events including Cincideutsch Kino Abend, Camp Listermann, kayaking, and additional Cincideutsch events.
2. Develop and maintain Cincideutsch event schedule.
3. Coordinate with the Vice President of Communications and Digital Strategy and Vice President of News Distribution and Social Media to keep the calendar up to date.
4. Coordinate event logistics, publicity, including advertising and collateral material design, production, and distribution.
5. Develop event budgets.
6. Maintain written documentation for knowledge transfer preparation.
7. Act as first-line "trouble-shooter" at all events unless previously assigned to another Cincideutsch member.
8. Perform other related duties as assigned.

Vice President of Philanthropy

Current Position Holder

Name: **New Position**

Election

The Vice President of Philanthropy is elected at the annual meeting of Cincideutsch to hold office for a one-year term, or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements

- A commitment to, and a clear understanding of the mission of the Cincideutsch.
- Excellent organizational skills and sound judgment.

Job Duties and Responsibilities

1. Manage all aspects of philanthropic activities, including but not limited to, research, plan, and develop ideas in which Cincideutsch can give back to the community.
2. Develop and maintain complete and accurate records about philanthropic activities.
3. Track and keep record of volunteers for each philanthropic events
4. Coordinate with the Vice President of Event Coordination, Vice President of Communications and Digital Strategy, and Vice President of News Distribution and Social Media to keep philanthropic activity calendar up to date.
5. Maintain written documentation for knowledge transfer preparation.
6. Perform other related duties as assigned.

Vice President of News Distribution and Social Media

Current Position Holder
Name: **Empty**

Election
The Vice President of News Distribution and Social Media is elected at the annual meeting of Cincideutsch to hold office for a one-year term, or until a successor is elected and qualified, and is eligible for re-election for unlimited terms.

Requirements
- A commitment to, and a clear understanding of the mission of the Cincideutsch.
- Excellent organizational skills and sound judgment.
- Writing and editing experience.
- Able to manage a bi-monthly project from start to completion.
- Attention to detail, especially in editing, proofing, and formatting
- Experience using different social media platforms.
- Proficient computer skills.

Job Duties and Responsibilities
1. Oversee the production of the bi-monthly Cincideutsch newsletter.
2. Plan, organize, edit, and write parts of the content of each month's newsletter.
3. Use and edit e-communications using tools such as MailChimp.
4. Take photos at Cincideutsch events and upload to social media accounts.
5. Coordinate with the Vice President of Communications and Digital Strategy to post the newsletter on the Cincideutsch website.
6. Develop and implement a strategic plan to grow Cincideutsch's social media audience for key demographics.
7. Strengthen the Cincideutsch's brand and engage our community on social media by producing creative and compelling content.
8. Manage the day-to-day execution of social media messaging.
9. Maintain written documentation for knowledge transfer preparation.
10. Perform other related duties as assigned.