Dubuque Women's Leadership Network

Position   **Director – Member at Large**

Term   One (1) Year

Tenure   Can serve up to three (3) consecutive terms

Updated   September 2024

1. This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.

2. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.

3. The Member at Large position was added to a board position in May 2006. The intention of this position is to invite someone from the membership, in good standing, to learn each of the board position responsibilities. If, for any reason, a board position opens during the year, she could be asked to fill the vacant position through the remaining term.

4. The Member at Large is responsible for welcoming and acting as hostess to all new members attending their first WLN luncheon.

5. The Member at Large is responsible for reviewing and confirming the automated welcome email from WIX is for the new membership year. She adjusts dates, updates the President's letter and reviews it for accuracy adjusting for any changes in membership.

6. At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

7. The Member at Large is responsible for arranging the storage of WLN's inventory and maintaining the sign-out sheet.

2024-2023   Lisa Anderson
2022 -2021   Kaley Rigdon
2020 - 2019   Margaret O'Reilly
2018   Erin Sieverding
2017-2014   Stacey Hines
*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year
2014-2013   Jen Mond
2013-2012   Kelly Cooper
2012-2011   Zoe Houlihan
2011-2010   Barb Myers
2010-2009   Sandi Swift
2009-2008   Jennifer Steines
2008-2006   Viva Betzner