

Dubuque Women's Leadership Network

Position	Director – Connections
Term	Two (2) Years
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. This position coordinates the Annual Holiday Breakfast. She also works with the Special Events Director to coordinate the WLN Golf Outing.
4. This position coordinates and promotes opportunities for WLN members to connect and network through various activities that are determined by the Board of Directors during strategic planning. These activities might include book discussions, evening networking events, golf outings, etc.
5. This position will report back to the Board of Directors on the status of the Connections activities and provide recommendations for enhancements.
6. This position will create a communication loop for the Connections participants to provide feedback to the Board on the status of the program.
7. The Connections Director should assist the Treasurer in preparing an annual Board approved budget covering Connection event costs at the beginning of each year, in order to facilitate her planning.
8. 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).
9. The Connections Director will arrange for Special Events locations and meals, utilizing member facilities when possible.

2024 – 2020 Robyn McDermott

2020-2017 Justine Bemis

*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year

2017-2013 Justine Bemis & Lisa Scahefer