



CAMOM Board 2021-2022

This document outlines the work content and responsibilities specific to each Board position and/or Board Committee within the CAMOM Board. *Last updated April 20, 2021*

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President Roles & Responsibilities

President Composition

- 1 volunteer Board member

President Roles and Responsibilities

1. Oversees management of CAMOM and supervises the affairs of all Board committees in adherence to the organization's mission and goals.
2. Convenes and prepares agenda for monthly Board Meetings and Executive Board Meetings.
3. Serves as the official representatives of CAMOM.
4. Ensures CAMOM's compliance with state and federal agencies as a 501c3.

President Expectations

- Meets regularly with Co-President as needed
- Leads all Monthly Board Meetings and Monthly Executive Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

Vice President Roles & Responsibilities

Vice President Composition

- 1 volunteer Board member

Vice President Roles and Responsibilities

1. Supports President responsibilities where needed and assists in supervision of Board committees in adherence to the organization's mission and goals.
2. Convenes and prepares agenda for monthly Board Meetings and Executive Board Meetings.
3. Convenes and prepares agenda for monthly Member Meetings.
4. Ensures CAMOM's compliance with state and federal agencies as a 501c3.

Vice President Expectations

- Meets regularly with President as needed
- Leads monthly meetings when President is absent, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Supports other Board initiatives and hosts social activities for Members when possible.

Secretary Roles & Responsibilities

Secretary Composition

- 1 volunteer Board member

Secretary Roles and Responsibilities

1. Ensures CAMOM rules and bylaws are adhered to by the Board
2. Records minutes at Board meetings
3. Implements, tallies, and reports Board decisions at Board meetings
4. Notifies Board members of all scheduled meetings
5. Manages and updates Board Roster and CAMOM Board Roles & Responsibilities Document as needed.

Secretary Expectations

- Meets regularly with Co-Treasurers and Co-Presidents as needed.
- Attend Monthly Board Meetings and Monthly Executive Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

Treasurer Roles & Responsibilities

Treasurer or Co-Treasurer Composition

- 1 to 2 volunteer Board members

Treasurer Composition Roles and Responsibilities

1. Manages finances of CAMOM including maintaining financial records, ensuring proper procedures are being upheld, tax filing, and distributing relevant funds to committees.
2. Prepares and maintains annual budget and submits for Board approval.
3. Presents budget updates at each Board meeting and shares financial updates in newsletters.
4. Processes reimbursements to Board members for committee activities and social events upon request.

Committee Member Expectations

- Meet regularly with Board members as needed.
- Attend Monthly Board Meetings and Monthly Executive Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

Membership Committee Roles & Responsibilities

Membership Committee Composition

- At least 2 volunteer Board members

Membership Committee Roles and Responsibilities

1. Leads screening and recruitment process for all new membership requests.
2. Welcomes new members by sending both electronic and physical welcome packets and introducing them via CAMOM Chat and e-newsletter.
3. Hosts biannual New Member Socials.
4. Regularly monitors members on online groups for confirmation of active statuses.
5. Considers membership fee waivers based on financial need and processes unique membership levels such as legacy memberships and family memberships.
6. Coordinates with Co-Presidents to identify and maintain partnerships with regional, national, and international multiples organizations such as Multiples of America.

Committee Member Expectations

- Attend and participate in monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors.
- Support other Board initiatives and host social activities for Members when possible.

Sunshine Committee Roles & Responsibilities

Sunshine Committee Composition

- At least 2 volunteer Board members

Sunshine Committee Roles and Responsibilities

1. Supports CAMOM members who are new parents or parents in need via volunteer coordination of meal deliveries, gift cards, bedrest or NICU care packages, and/or needs of borrowing clothing from CAMOM's Premie Closet for premature children.
2. Facilitates monthly Rays of Sunshine Support Group program with volunteer co-hosts.
3. Facilitates Mentor program that matches experienced parents with new parents of multiples
4. Develops and shares online resources for parents in need including NICU parents and parents of premature children, postpartum depression, bedrest, and other relevant topics.
5. Collates lists of expectant parents and birth announcements to share on monthly e-newsletter.

Sunshine Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

Philanthropy Committee Roles & Responsibilities

Philanthropy Committee Composition

- At least 2 volunteer Board members

Philanthropy Committee Roles and Responsibilities

1. Mobilizes volunteers and resources from CAMOM membership to assist families of multiples in need within the broader community.
2. Organizes CAMOM Service Days with partner organizations and volunteers from CAMOM Membership and CAMOM Board.

Philanthropy Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

Monthly Meeting Committee Roles & Responsibilities

Monthly Meeting Committee Composition

- 1 or 2 volunteer Board members

Monthly Meeting Committee Roles and Responsibilities

1. Coordinates speakers and topics for monthly meetings for general membership.
2. Reserves meeting space or virtual location for meetings and convenes meetings.
3. Processes any food/refreshments, speaker fees, projectors, or any other needs for presentations.
4. Continues traditions of themed events including Holiday Party (December), and Mother's Day (May).

Monthly Meeting Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Social Activities Committee Roles & Responsibilities

Social Activities Committee Composition

- 1 or 2 volunteer Board members

Social Activities Committee Roles and Responsibilities

1. Recruits hosts and shares event information for social activities for children and parents such as
 - a. Playdates for infants (0-1y), toddler (1-2y), preschool (3-5y), and all-age groups,
 - b. Parents' Nights In including trivia, game, or craft group activities.
 - c. Parents' Night Out including dinners at restaurant, movie theater meet-ups
2. Facilitates themed social clubs upon member requests

Social Activities Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Family Events Committee Roles & Responsibilities

Family Events Committee Composition

- 2-3 volunteer Board members

Family Events Committee Roles and Responsibilities

1. Coordinates large family events including Family Halloween Social, Holiday Party, and the Summer Picnic.
2. Responsible for securing venues, vendors, amenities, and volunteers.

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
- Support other Board initiatives and host social activities for Members when possible.

Fundraising Committee Roles & Responsibilities

Fundraising Committee Composition

- 1 or 2 volunteer Board members

Fundraising Committee Roles and Responsibilities

1. Organizes grassroots fundraising initiatives such as Restaurant Nights, Pancake Socials, Movie Nights, sales of CAMOM logo merchandise.
2. Identifies and maintains passive fundraising accounts such as Amazon Smile, ShopwithScrip, Certifikid, and Terracycle.
3. Collaborates with the Marketing Committee to promote fundraisers.

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
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Sales Committee Roles & Responsibilities

Sales Committee Composition

- At least 3 volunteer Board members

Sales Committee Roles and Responsibilities

1. Organizes biannual consignment sale fundraisers in the fall and spring
 - a. Manages inventory software, quality control of sale items
 - b. Provides training on how to prepare items for sale.
 - c. Manages rentals of any storage units and storage pods.
 - d. Secures venue, amenities, and volunteer task force for each sale.
 - e. Prepares venue and floor plan of sale items according to clothing size and categories.
2. Processes sale vouchers for community members in need and VIP sale passes.
3. Schedules pick-up of unsold sale inventory.
4. Collaborates with Marketing Committee to promote sales.

Sales Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Sponsorship Committee Roles & Responsibilities

Sponsorship Committee Composition

- 1 to 2 volunteer Board members

Sponsorship Committee Roles and Responsibilities

1. Identifies and builds relationships with corporate and community sponsors for CAMOM family events and other fundraising efforts to benefit CAMOM.
2. Offers opportunities for annual giving, planned giving, and other efforts to benefit CAMOM.
3. Recruits and manages sponsored advertisements on CAMOM Newsletter and CAMOM Chat (Facebook).

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
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- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Grant Writing Committee Roles & Responsibilities

Grant Writing Committee Composition

- At least 1 volunteer Board member

Grant Writing Committee Roles and Responsibilities

1. Researches and applies for relevant non-profit grants at county, state, and federal levels to financially support CAMOM activities.

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Marketing Committee Roles & Responsibilities

2020-2021

Marketing Committee Composition

- At least 1 volunteer Board member

Marketing Committee Roles and Responsibilities

1. Develops a brand strategy to encourage involvement and investment in CAMOM's mission and causes
2. Coordinates with committees to produce and distribute print marketing materials and electronic marketing materials for social media accounts, website, and monthly e-newsletter
3. Collaborates with Co-Presidents to produce content related to CAMOM achievements, Board activities, and events relevant to the broader public for public-facing social media accounts such as CAMOM Facebook Page.

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Social Media Committee Roles & Responsibilities

Social Media Committee Composition

- 1 volunteer Board member

Social Media Committee Roles and Responsibilities

1. Manages CAMOM's social media presence on private accounts including CAMOM Chat and CAMOM Exchange by scheduling posts, encouraging and moderating discussions, and, where appropriate, creating new groups at CAMOM members' requests.
2. Assist in broadcasting upcoming events, fundraisers, posts from CAMOM Page when requested
3. Making seasonal and quarterly changes to CAMOM cover photos upon request by Marketing Committee

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
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Newsletter Committee Roles & Responsibilities

Newsletter Committee Composition

- At least 1 volunteer Board member.

Newsletter Committee Roles and Responsibilities

1. Manages content from relevant Board Members/Committees and publishes monthly “Multiple Matters” e-newsletter to CAMOM membership.

Newsletter Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
- Ensure and evaluate the Committee's effectiveness in meeting CAMOM's mission and goals.
- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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Webmaster Committee Roles & Responsibilities

Webmaster Committee Composition

- 1 or 2 volunteer Board members

Webmaster Committee Roles and Responsibilities

1. Maintains public website including keeping site up-to-date with new events, changed information, and announcements.
2. Manages and updates email aliases and Board Roster for www.camom.org as needed.
3. Maintains online member portal.

Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
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Historian Committee

Roles & Responsibilities

Historian Committee Composition

- At least 1 volunteer Board member

Historian Committee Roles and Responsibilities

1. Keeps records of Board minutes, e-newsletters, club photos, programming, and philanthropic efforts.
2. Makes monthly submissions of CAMOM's historical records to the Columbia Archives

Historian Committee Member Expectations

- Attend monthly Board Meetings, demonstrating due diligence in preparation for and participation at meetings.
- Meet regularly with the Committee as needed to set individual tasks and give updates.
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- Abides by CAMOM's Code of Professional Conduct for Board of Directors
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