



## Broadband Leader Position Description

**Appointed by:** Executive Director of Great Old Broads for Wilderness

**Classification:** Volunteer

**Reports to:** Broadband Liaison (currently the Associate Director)

**Term of Service:** 2 years from date of appointment

**Position Summary:** The Broadband Leader is the key volunteer for Broads who will coordinate, supervise, and report on all Broadband activities within the defined Broadband geographic area.

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### The Broadband Leader:

- Recruits other Broadband volunteers and oversees their activities and functions.
- Assists in the coordination of Broadband growth and member recruitment within the region
- Explains Broads organizational mission, policies, goals, and objectives to Broadband volunteers, members, and the general public.
- Ensures that the Broadband exemplifies “Broadness” and incorporates FUN and humor into their activities.
- Serves as the lead person in ensuring compliance with Broadband policies.
- Explains Broads policies, goals, and objectives to local government agencies, local conservation organizations and the general public. Requests assistance with this task as needed from Broads Headquarters.
- Assists Broads with identification and solicitation of prospective Healthy Lands Projects or other Broads or partner projects.
- Attends periodic Broadband Leader meetings, proximate Broadwalks, workshops and trainings (if possible).
- Makes suggestions and recommendations to the Broadband Liaison for improvements in
- Broads programs and activities.
- Upon request of the Broadband Liaison or Executive Director, represents Broads in meetings with local government agencies, local conservation organizations, media and the general public.
- Informs Broads Headquarters of wilderness/wild lands management concerns and opportunities within assigned geographic area.
- Provides periodic reports as requested on Broadband activities, participant numbers, and volunteer hours.

### **The Broadband Leader must:**

- Support Broads mission and be able to comply with, express, and enforce Broads policies within the Broadband.
- Have excellent communication skills and the ability to work closely with Broadband and regional volunteers.
- Have the ability to incur minor expenses such as phone bills, local meals and travel most of which will not be reimbursed by Broads (but may be deductible personally).
- Be able to provide own computer with e-mail/internet connections for Broadband work.
- Support the principles embodied by The Wilderness Act and the Position Statements of Broads.
- Prior conservation organization volunteer experience is preferred.

### **The Broadband Leader will:**

- Provide the Broadband Liaison with a complete list of the Broadband Leadership Team (BLT) Members including addresses, emails and phone numbers.
- Oversee all Broadband activities and ensure proper planning, coordination, implementation and reporting.
- Maintain all records, minutes and pertinent information in a file to be used by future Broadband Leaders.
- Be inclusive of all dues paying Broad members within the geographic scope of the Broadband with communications and participation opportunities.
- Use and update membership lists provided by the main office and use and update the Broadband Yahoo Group for all Broadband communications.
- Oversee critique of events, projects, and fundraisers and provides constructive suggestions for future events.
- Coordinate with Broadband Treasurer to file Broads certificate with bank and open checking account when determined one is needed.
- Make sure all money is deposited in authorized Broads bank account.
- Coordinate with Treasurer to ensure all outstanding bills are paid.
- Ensure all follow-up/thank-you letters to donors, presenters, etc. are sent.
- Work with the Treasurer to send completed financial reports to Broads Office. Keep a copy of reports for Broadband records.
- Send to Broads Headquarters all membership applications/payments within 5 days of receipt. Remember to mark clearly which Broadband they are from and the event that generated them, if applicable.
- Coordinate all press releases through the Communications Coordinator with draft copies to Durango for review.

**Other Info:**

The basic forms of communication for the position will be telephone, fax, e-mail and personal contact.

The following tools are available from Broads Headquarters:

1. Broadband membership lists and labels
2. Other mailing lists when available
3. "Starter Kits" and samples of Broads merchandise and support items
4. Broads program and training materials
5. Broads stationery and thank-you notes
7. Copies of all Broads pamphlets and publications
8. Broads banner and display for events, etc.
9. A package of *Broadsides* sent to you upon each publication
10. General PowerPoint presentation on Great Old Broads for Wilderness

Reappointment as Broadband Leader will be based on satisfactory performance and mutual consent.