



YES! Columbus Executive Board 2021

Call for Applications! - [APPLY HERE](#)

YES! Columbus is a philanthropic community of women brought together to champion the mission of Dress for Success Columbus, a 501(c)(3) organization. We work to empower women to achieve professional success and economic independence. Our organization provides support, content, programming and networking opportunities for your professional development. We believe that when women empower each other, we all succeed.

The YES! Columbus 2021 Executive Board will include ten (10) elected members, including an officer team consisting of a President, Vice President, Secretary, Treasurer; Department Chairs overseeing Events, Programming, Communications and Advocacy; and two Members-at-Large. A Dress for Success Liaison and the Immediate Past President will serve in an advisory role to the Executive Board.

The 2021 YES Officer Team has officially been elected by the 2020 Executive Board; we now open for applications for our remaining Board seats. Please see the following selection timeline and position descriptions.

2021 AVAILABLE SEATS & SELECTION TIMELINE

Appointed Department Chairs and Members at Large

Positions will be appointed by vote of the 2021 Officer Team, Immediate Past President and DFS Liaison.

- *Application opens **October 16th, 2020***
- *Application closes 11:59 pm **November 1st, 2020***
- *Appointments will be announced by **December 1st, 2020***
- *All appointed board members will be installed on **January 1st, 2021***

Available Positions:

- Events Chair
- Programming Chair
- Advocacy Chair
- Communications Chair
- Member at Large (2)



STATEMENT OF EXPECTATIONS

All YES Board Members are expected to adhere to the following expectations:

- Commitment to 1-year in elected position with a promise to uphold the mission and goals of Dress for Success Columbus and YES! Columbus.
- Become a [Be The Power Donor](#) at the Glamour level or higher.
- Attend either Beyond the Suit or D3 (Dine.Drink.Dress!) (*Ticket to one complimentary as a Be The Power Glamour donor*)
- Regularly attend YES and Dress for Success events.
- Attend and be an active participant in monthly Board meetings. Unexcused absence at more than two meetings is cause for termination.
- Ensure the ethical and legal integrity of the organization, including communicating any concerns to the YES President and DFS Liaison.
- Actively communicate with fellow Board members via YES Slack channel and respond to emails and other communication in a timely fashion.
- Be flexible to the needs and requests of the Dress for Success Executive Director and Staff.
- Be flexible to the needs and requests of your fellow board members.

In addition, YES Department Chairs are expected to:

- Prepare a monthly report of Department results/issues/project status to be included in the Board meeting minutes for further discussion.
- Commit to a minimum of 20 hours per month on your role to meet established goals.
- When necessary, convene and manage a Committee for support in accomplishing Department tasks, including regular communication of Board discussions and votes that affect Committee work.
- Attend at least one (1) YES event per month (volunteer events included!)
- Lead at least one (1) Suiting or After Hours per year.
- Fundraise a minimum of \$1,000.

In addition, YES Members at Large are expected to:

- Support the work of Department Chairs and Committees and identify opportunities for improvement and innovation.
- Attend YES events whenever possible.
- Attend at least one (1) Suiting AND one (1) After Hours event per year.



POSITION DESCRIPTIONS | ROLES & RESPONSIBILITIES

EVENTS CHAIR

The Events Chair shall orchestrate an annual calendar of external ticketed events in line with the branding and mission of YES! Columbus.

The Events Chair will be responsible for the annual execution of:

- 2-3 Professional Development events with a strong viewpoint
 - Previous events have included Know Your Worth (salary negotiation panel), Own Your Career (professional advice from the DFS Board) and Brand Yourself (personal branding panel).
 - New ideas are welcome and encouraged!
- Signature YES events including Cheers to Success, The Headshot Event and the #SweatforSuccess series.

Execution of events includes, but is not limited to:

- Identifying a venue (or use of a virtual platform), recruiting panelists/speakers, and determining food and beverage needs.
- Managing the Eventbrite page and determining ticket cost, discounts for members, etc.
- Operating within a budget in collaboration with the Treasurer.
- Collaborating with the Communications Chair for all branding and promotion needs.

In addition, the Events Chair will facilitate incoming requests for YES to participate in community events such as CYP Week, Grandview Hop, 12 Bars of Charity, etc. The Events Chair will also work in conjunction with the Officer team to advise on YES's role in Dress for Success events such as D3, Beyond the Suit and the FAB Sale.

If you...**are an excellent planner and organizer; always have a full social calendar; love to explore Columbus's newest hot spots; love networking; are passionate about women's advancement...**consider applying to be our Events Chair!

PROGRAMMING CHAIR

The Programming Chair is responsible for the coordination of volunteer opportunities and internal community events in line with the branding and mission of YES! Columbus.

The Programming Chair is responsible for the annual execution of:

- Monthly After Hours volunteer events to support the operation and function of DFS's Boutique and Donation Center.



- Regular evening and weekend Suiting volunteer events to provide workplace and interview attire for DFS clients.
 - Saturday Suitings are quarterly, pending COVID-19 protocols; Evening Suiting opportunities will be determined by need.
- Bi-monthly Member Meet-ups to promote networking and social engagement across our community.

Execution of events includes, but is not limited to:

- Managing Eventbrite pages and volunteer sign-ups.
- Sending reminders and thank you emails to volunteers.
- Collaborating with the Communications Chair for all branding and promotion needs.
- Selecting location (or use of a virtual platform) and activities for meet-ups.

The Programming Chair will also lead volunteer recruitment efforts and uphold the standards of Dress for Success to ensure a positive volunteer experience, and serve as the liaison to the DFS Volunteer and Contributions Manager to continue identifying opportunities to engage in DFS Programming.

If you...**have a passion for volunteering; love making new friends; like to improve systems; have a heart for serving the women of Central Ohio...**consider applying to be our Programming Chair!

COMMUNICATIONS CHAIR

The Communications Chair oversees the marketing and public relations strategy of our organization and manages all brand assets to drive engagement with our target market.

The Communications Chair is responsible for:

- Communicating marketing strategy and brand guidelines to other Board members for consistency across the organization.
- The management of YES social media accounts including our Instagram, Facebook and LinkedIn pages.
- The development and distribution of a monthly newsletter.
- The creation and maintenance of an editorial content calendar for strategic use on the YES Columbus blog, Instagram, Facebook and LinkedIn accounts.
- Other email communications to members, stakeholders, etc. as needed.

Execution of these tasks includes, but is not limited to:

- Developing and maintaining a calendar/matrix of content to be posted, including consideration of upcoming events and organizational needs.
- Frequent collaboration with other Board members regarding their event-related promotion and branding needs.



- Recruitment and management of a committee to assist in content creation, social media engagement efforts and maintenance of the YES! Columbus website.
- Ensuring that all YES branded communications and visuals align with our brand guidelines and meet our organization's high professional standards.

The Communications Chair guides the organization's voice, and will frequently be called upon for input and guidance on written communication in regards to other Departments' work.

If you...**are a social media guru; love to take the lead on new projects; consider yourself savvy with the latest trends, apps, movements; want to use your voice to empower women...**consider applying to be our Communications Chair!

ADVOCACY CHAIR

The Advocacy Chair drives participation and engagement across the YES community through strategic networking, member support and recruitment.

The Advocacy Chair is responsible for:

- Seeking opportunities to promote the YES mission with local small businesses, corporations and nonprofits to introduce their employees, clients and audiences to our community.
- Consistently gathering and analyzing feedback from our community to ensure we are meeting their needs and identifying opportunities for improvement and innovation.
- Determining a membership recruitment strategy, including goals for the Board and resources and tools to meet those goals.

Execution of these tasks includes, but is not limited to:

- Collaborating with the Secretary to maintain an active membership directory and ensure all administrative tasks relative to membership are completed promptly.
- Collaborating with the Treasurer to develop a resource development strategy, including the maintenance of an active partnership catalog.
- Frequent collaboration with other Board members regarding community feedback and needs.

The Advocacy Chair seeks to build and scale the YES! Columbus community of partners, members and advocates based on the needs of the organization.

If you...**have never met a stranger; are always looking to learn more about things; like to think creatively and outside of the box; could talk about your passions all day; want to build "the next best thing" ...**consider applying to be our Advocacy Chair!



MEMBERS AT LARGE

Members at Large seek to benefit the organization's mission in a variety of ways. They are engaged to serve on project teams and contribute to ongoing tasks in collaboration with Department Chairs. Members at Large represent the larger YES community and are charged with identifying opportunities for improvement and innovation within the organization whenever possible. Responsibilities of the Members at Large will vary, but they are essential team members of the Board and will be called upon often for their observations and talents.

If you...love to help out however you can; like to learn "hands-on"; have an eye for making things better; want to learn more about YES and Dress for Success as an active contributor to our mission...consider applying to be a Member at Large!

2021 APPLICATION QUESTIONS

We anticipate the 2021 YES Board Member Application to take 25-30 minutes to complete. The following are short answer questions that are included on the application:

1. How did you hear about YES! Columbus? Please also describe what interests you in serving on the Executive Board.
2. What skills and/or resources do you bring to the specific position(s) for which you are applying?
3. Please describe a time in which you have seen a project through to completion. Please also describe any challenges you faced and how you overcame them.
4. What is one opportunity for improvement you see within your community? Your community could include all of Columbus, the neighborhood in which you reside, your circle of peers and friends, etc.

We recommend a 3-4 sentence response per question, but this is entirely up to the applicant's discretion! Applicants will also be asked to upload a current resume as part of the application, which requires signing-in to a Google account. If you do not have a Google account, please forward your resume to yes@dfscmh.org.

The application can be accessed [HERE](#). If you have any additional questions, please reach out to us at yes@dfscmh.org! We look forward to empowering with you!