



Board Member Job Descriptions

About City Hall Fellows

City Hall Fellows (CHF) is a professional network of young local government public servants whose mission is to empower America's best and brightest young local government employees and drive social change from within local government. We are a non-partisan, non-profit organization that believes local government is the most rewarding place to grow your career and positively impact communities.

Our mission is to:

- Attract: Recruit top talent from leading universities to promote local government administration as a meaningful and impactful career path.
- Grow: Empower and connect cities and tomorrow's leaders to share knowledge and best practices to create resilient and innovative cities.
- Retain: Cultivate a national network to connect emerging talent with new leadership opportunities within local government.

Current goals of the Board

- Growth and sound governing of the organization.
- Ensure fulfillment of the mission of the organization.
- Set strategic direction and reachable goals.
- Share with the world our passion for promoting local government as a rewarding career option.
- Engage in fundraising, and promote the organization's image and services.
- Maintain and build relationships with key sector partners.

City Hall Fellows seeks to fill board positions with someone who shares our values, including our organizational commitment to a diverse and inclusive Board of Directors. We encourage all interested individuals to apply — especially persons of color, women, LGBTQ individuals, persons with disabilities, and persons from other underrepresented groups whose background may contribute to effectively supporting young people in local government.

Website Content and Design Chair, 1 position available

Website Content and Design Chair Responsibilities

The Website Content and Design Chair has a crucial role in ensuring that our online presence successfully communicates the work and mission of CHF. Because our website is our the primary authoritative source of information about CHF, the chair must regularly monitor, maintain, and create web-related content related to CHF. They will provide updates to the website as needed, including changes to text copy and new content additions. Finally, the Chair will think strategically about building and refining our web presence and website development model.

Specific duties include:

- Attend all monthly board meetings via conference call and occasional events hosted by CHF when feasible.
- Play a pivotal part in the management, planning, and implementation of current and future website content on WordPress.
- Use skills and knowledge of website development and Wordpress to continue to refine the website to more effectively promote the organization.
- Support the Training and Mentorship teams as they develop materials for the website and for web-based marketing or event promotion.
- Make suggestions to the board around creative use of web-based and electronic media, and advise/assist with updating current website and web presence, including keeping online materials about CHF accurate.

This role will work closely with the communications, marketing, training, and mentorship teams.

This position is ideal for someone who has experience creating websites (especially WordPress) and an eye for web design.

Time commitment: 1-3 hours per week

Events Co-Chair, 1 positions available

Events Co-Chair Responsibilities

The Events Co-Chair is one of two positions directly responsible for the planning and execution of CHF special events. Supports the Board of Directors in positioning the organization to effectively cultivate and grow the organization's membership, partners and stakeholders while expanding engagement on important issues and meeting fundraising goals.

Specific duties include:

- Attend all monthly board meetings via conference call and occasional events hosted by CHF when feasible.
- Develop and execute a special events strategy and maintain an event planning calendar, including mentorship events (to be coordinated with the Mentorship Co-Chairs) and annual alumni events.
- Logistically prepare for each event including but not limited to location scoping, speaker recruitment, staging/coordination, and promotion. This shall include quarterly events in the San Francisco Bay Area and regional events as appropriate.
- Provide support for various fundraising projects/initiatives assigned by the Board of Directors and in collaboration with the Marketing Chair and the Development and External Affairs Chair.
- Coordinate with the Treasurer to ensure that events are within annual budget.
- Evaluate event activities and identify opportunities to improve results.
- Work with partner organizations to co-sponsor events, and seek out additional partner opportunities with local organizations and community leaders for future event programming.
- Develop and maintain a local event resource list, including vendors, venues, discounts and sponsors.
- Through events, increase visibility of CHF programs, services and activities and maintain good public relations with partners, donors and prospects.

This position is ideal for someone who likes to plan events and bring people together to talk about local government.

Time commitment: 1-3 hours per week

Development and External Affairs Chair, 1 position available

Development and External Affairs Chair Responsibilities

The Development and External Affairs Chair is responsible for engaging with City Hall Fellows alumni, updating contact information of 100+ alumni, and coming up with ideas for fundraising. In addition, the Chair will spearhead development efforts as City Hall Fellows continues to grow. A new position in the organization, the Chair will have the opportunity to expand growth and engagement with CHF alumni.

Specific duties include:

- Attend all monthly board meetings via conference call and occasional events hosted by CHF when feasible.
- Develop and execute City Hall Fellows' annual fundraising plan.
- Secure financial support from individuals, foundations, corporations, and/or other donors.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Actively engage with and expand City Hall Fellows' vast network.
- Update contact information for City Hall Fellows' alumni.
- Lead the creation and implementation of an annual strategic plan.

This position is ideal for someone who has some experience in fundraising and external affairs, seeks to grow that experience, and is committed to supporting young people in local government.

Time commitment: 2 hours per week

Communications Chair, 1 position available

Communications Chair Responsibilities

The Communications Chair will be responsible for implementing the communications strategy including monitoring the general City Hall Fellows email address on a weekly basis and responding to inquiries about our programs and mission. Email should be responded to in a prompt manner including forwarding to the attention of specific board members. The Chair will also oversee the CHF Mailchimp account and work with the Marketing Chair and other teams to draft and schedule newsletters and other updates to our mailing lists.

Specific duties include:

- Attend all monthly board meetings via conference call and occasional events hosted by CHF when feasible.
- In collaboration with the Marketing Chair, establish organizational marketing, branding and communications strategy document.
- Draft and send email replies to incoming inquiries, and organize CHF email inbox.
- Produce and send CHF's quarterly newsletter to stakeholders and partners.

This position is ideal for someone who is excited about promoting our mission to young professionals working in local government and understands the value of timely updates. This position also involves sending out electronic newsletters and the candidate should have experience in writing engaging content, sending out newsletters (e.g., Mailer Lite, Constant Contact, Mail Chimp), or is tech savvy.

Time commitment: 1-2 hour per week