

SustainableQatar

Executive Committee – Officer Positions and Responsibilities

The SustainableQatar (SQ) Executive Committee represents and supports SQ, plans meetings, arranges for speakers and coordinates special events for its members and guests. Each Officer of the Executive Committee volunteers its time and contributes ideas and comments that help develop SQ to stay true to SQ's mission and goals. Officers attend and preside over monthly meetings usually held on the first or second Monday of the months, with a summer break (and or during Ramadan) and one Executive Committee meeting once a month between general meetings.

President:

Chairs monthly public meetings; calls and chairs executive committee meetings with other board members on all issues regarding the functions, operation, and actions of SQ.

Secretary:

In coordination with the President, plans and arranges SQ meetings and speakers, attends monthly meetings to take meetings minutes. Secretary provides summaries and coordinates with the Media Officer and Webmaster to prepare press releases and web content.

Treasurer:

Collects membership fees, updates spreadsheet, monitors and balances account, manages cash flow for club operations, attends monthly meetings to collect annual membership fees. Coordinates with Media/Events Officer to collect sponsorships from organizations and with Membership Officer to ensure membership renewal notices are sent prior to expiration. Presents monthly status report to board members.

Membership:

Maintains membership list, updates list on a monthly basis, attends monthly meetings to help with new membership applications, fees and receipts. Sends out welcome notes to new members, coordinates with Treasurer to ensure membership renewal notices are sent prior to expiration and coordinates with Webmaster to ensure follow up to web sign ups and with Media Officer to ensure that all new members are included in distribution list for all future announcements. Also coordinates with President and Secretary regarding special member interests for program planning and potential speaker. Presents monthly status report of new members and total members to board members.

Media/Events:

Publicizes and promotes SQ organization and events. Builds and maintains good relations with the press, including web based groups like ThinkBigQatar, QatarLiving, ILoveQatar, QatarHappening, QF Radio and others. Prepares press releases about SQ activities, contacts media (local English and Arabic newspaper editors, photographer, and magazines) for meeting announcements and for newsworthy stories about SQ activities and achievements and responds to media inquiries. Coordinates with Webmaster and Social Media Officer for content and blogs. Track media for environmental activities to post on websites, share with members,

alert SQ for possible collaboration. Attends monthly meetings and presents monthly status report to board members.

WebMaster:

Maintains website with content prepared by all board members to keep the site current and a useful reference guide for the community about environmental issues and activities in Doha and the GCC region. Maintains and renews website domain name. Coordinates with Membership officer to follow up on web-based sign ups and interest and also coordinates with Media Officer regarding web content. Presents monthly web activity to board members.

Community Outreach:

Helps publicize and promote SQ by reaching out to all businesses and trades to build SQ name recognition. Builds and maintains good community relations and solicits sponsorships for special events. Coordinates with media officer to promote monthly meeting attendance and coordinates with president to focus outreach targets. Presents monthly status report to board members.

Blog and Social Media:

Actively promotes SQ organization and events through blogs and social media. Coordinates with Webmaster and Media Officers for announcements and blog content. Track media for environmental activities to post on websites, share with members, alert SQ for possible collaboration. Attends monthly meetings and presents monthly status report to board members.

Special Advisor:

Helps SQ on all levels to become a professional and proficient organization with effective wide reach. Helps with organizational structure, bylaws, board elections, and surveys to serve the community and members. Presents monthly status report to board members.