

## **Revised and Approved BLNR Role Descriptions**

**May 22, 2025**

### **Social Connections Leader:**

The Social Connections Leader reports directly to the BLNR President and represents the Boeing Leadership Network (BLN) Retirees Committee and other organizations at the request of the BLNR President. The primary role is to coordinate event leaders and charitable contributions and update the BLNR board at monthly meetings and share information via the monthly email and the BLNR website with BLNR Members.

### **Treasurer Responsibilities:**

1. Prepare all financial budgets for the BLNR Committee showing revenue and expenditures.
2. Coordinate with the BLNR Social Connections leader and BLNR President to ensure all expenditure activities are aligned to the BLN Executive Board policies and procedures for the current year forecast.
3. Prepare invoice submission to the BLN Business Office for coordination and payment.
4. The BLNR budget will be approved by the President of the BLNR Committee.

### **Secretary:**

The Secretary shall:

- 1) be responsible for maintaining all BLN Retirees Committee historical records.
- 2) record all monthly meetings, minutes, and action items for the BLN Retirees Committee;
- 3) schedule BLN Retirees meetings as directed by the Executive and Social Connections leaders.
- 4) required to put together presentation materials (e.g. PowerPoint) for the BLN and BLN-R Executive Board meetings, attend and document minutes from sub-committee meetings, etc.

### **Membership and Communication:**

Membership and Communication (appointed) — The Membership and Communication shall (1) in conjunction with the BLN Business Office and Retirees Webmaster will

identify an effective means of encouraging retiring eligible managers to become active Retirees members;

(2) maintain, in conjuncture with the Webmaster, identification of all current active members and their interests in the BLN Retirees membership database.

(3) serve as the focal point for any BLN Retirees member needing information or clarification on Retirees membership;

(4) release all approved BLN Retirees members a welcoming letter and identification card; and

(5) coordinate the release of all BLN Retirees communications to the active Retirees members.

(6) in conjunction with the BLN Program Management Office develop, promote, and maintain programs appropriate for Face Book articles for the purpose of informing the Retirees members and their families;

(7) have “Administrative Rights” to the Face Book account in order to manage additions and deletions of Boeing Leadership Network – Retirees members;

(8) identify and submit activities for Retirees Facebook;

(9) submit budgetary requirements in a timely manner to the Retirees Treasurer and Executive Council for approval; and

(10) attend events and meetings as requested by the Retirees Executive Liaison.

The **Mentoring Coordinator (appointed)**, in collaboration with the BLN Executive Board, will:

1. Identify and promote mentoring opportunities for BLNR members.

2. Encourage BLNR members to serve as mentors for BLN members.

3. Support BLNR and BLN on mentoring issues as requested.

▪ All mentoring activities must be approved by the BLNR Board before initiating a BLNR event.

#### **Travel & Tours (appointed) —**

The Travel & Tours Leader reports directly to the Social Connections Liaison Officer and represents the Boeing Leadership Network (BLN) Retirees Committee and other organizations at the request of the Social Connections Liaison Officer.

Primary role is to share up to date travel & tours information and advice with BLNR Members as part of the monthly email to BLNR Members.