

## Seattle Stand Down Board Structure

### Administration

- manage and oversee board operations
- ensure that state and federal requirements are fulfilled
- schedule board meetings as needed
- oversee recordkeeping
- schedule training and teambuilding activities

### Grant Management

- Seek, acquire and administer grants
- Oversee use of grant funds including approval of purchases using grant funds.

### Finance/Bookkeeping

- maintain financial records
- maintain financial accounts
- provide inputs for state reports, federal reports, and fundraising reports

### Secretary

- prepare board correspondence
- prepare meeting minutes
- provide inputs for state and federal reports
- maintain records, both physical and virtual

### Development/Fundraising

- develop, maintain, and execute fundraising operations
- provide input for donation acknowledgement letters

### Technical Support

- maintain digital support for board operations
  - support for use of Slack for collaboration
  - support for use of Asana for task management
- manage collaboration and file storage systems

## Board Operations Staff

Executive Director (ExDir) Seattle Stand Down (SSD) – **Rebecca Murch**  
plan and execute Stand Down

Assistant to SSD ExDir  
provide assistance to ExDir SSD