

June 2009
Job Descriptions for AWCNJ Board and Committee Positions

Board Positions:

Co-President (2 positions)

The president shall preside at all meetings of the chapter and the board of directors and shall serve as an ex-officio member of all committees except the nominations committee. The president is the authorized leader of the chapter. She maintains unity and harmony within the chapter and motivates officers, committees and members toward common goals.

- Appoints committee chairs.
- Works with chapter leaders to plan yearly projects, activities and goals for the chapter.
- With the treasurer, maintains vigilance of the chapter's fiscal status.
- With the treasurer, has authority to sign checks
- Prepares written agendas for executive board meetings
- Maintains an ongoing relationship with association headquarters.
- Relays all relevant national information to the membership.
- Recognizes the efforts of chapter members and presents member awards at chapter meetings
- Welcomes and introduces new chapter affiliates and guests at meetings
- Notifies the secretary, treasurer and member chair when members are to be added or removed from chapter rosters sent by association headquarters
- Keeps informed of bylaws, rules, procedures, policies and award programs
- Serves as chapter ambassador and spokeswoman to the community.
- Will follow up on all action items that need to be executed.

President-elect (1 position):

- The president-elect shall assist with the duties of the president and the board of directors and shall be in training for the presidency.
- In the event of a vacancy in the Office of the President, serve as President for the unexpired term.
- Represent the corporation at various functions, as required.
- Act as President in President's absence or at the President's request
- Fill in as Secretary in the absence of acting secretary or at the President's request.
- Will follow up on all action items that need to be executed.

Past-President:

Support the efforts of current co-presidents.

Secretary:

The secretary shall keep a correct record of the proceedings of all meetings of the chapter and the board of directors, and transmit those records to her successor.

- Prepares minutes of all (as determined) chapter meetings and presents minutes to the executive board for approval at the following meeting
- Prepares a summary report of meetings of the executive board to the membership.
- Conducts general correspondence for the chapter.
- Maintains a roster of officers and committee chairs, reporting any changes to the chapter and association headquarters

Treasurer:

The treasurer is responsible for all chapter money and is custodian of the financial records. She advises the chapter regarding finances and budget matters.

- Supervises the preparation of a formal budget for her chapter
- Presides over the collection of fees from guests and members at monthly meetings.
- Collects, deposits and issues receipts for all chapter money.
- Pays all bills; issues reimbursements for member expenses
- Reconciles bank statements with chapter records
- Works with the board of directors and committees to determine the economic feasibility of varied projects
- Files any required Internal Revenue Service forms
- May, according to AWC policy, collect dues from new members and forward them to association headquarters.
- Provides the executive board with monthly financial reports of income and expenditures.
- Transmits chapter records and moneys to her successor.

Past President

The past president may serve in an advisory capacity and/or as an officer and shall perform those duties assigned by the president and board of directors.

VP Programming (Speakers):

- Work with the board to develop topics and programs.
- Book speakers and work with them to develop the program.
- Provide speaker contact information to chapter president for additional thank you (usually via email) after the event.
- Work with communications committee to write and produce both print and email invitations and announcements for all AWCNJ events and activities.
- Provide information on programs to other AWC committees and administrator for distribution, promotion, and posting on Web site and voice mail. Committees include Publicity, Communications and Webmaster.
- Work with Webmaster and chapter president on e-mail reminders and other ways to encourage attendance.
- Work with speakers on logistical needs for programs.
- Develop feedback/suggestion forum for future program development.

- Provide immediate formal, written thank you to speakers at event with small token gift.

VP Programming (Logistics):

- Work with the board to develop topics and programs.
- Identify possible meeting locations, request menus/prices, clear meeting times, and obtain written contract.
- Arrange for the acceptance of meeting RSVPs and payments.
- Be responsible for all meeting check-ins (Meet & Greet) and prepayments in conjunction with the Treasurer.
- Prepare a final RSVP list of attendees for check-in.
- Be responsible for assigning two (2) members to collect funds at the door and submit receipts for each meeting.
- Confirm number of attendees and logistical needs for programs with venue and caterer.
- Prepare name badges for day of the event.
- At the end of each meeting, report to the Board with specific meeting numbers including number of attendees, visitors, and dollar amounts collected.

VP Membership (Retention):

- Update contact information for NJ members on Member Clicks.
- Maintain chapter database (member and non-member info) and prepare the mailing list for each program.
- Keep membership records as provided by AWC National and present regular membership reports at monthly board meetings.
- Send follow-up e-mails to lapsed dues asking if they would reconsider joining AWC. Include application as an attachment. Try to determine why the member left the group and include in the board meeting membership report.
- Communicate with members to understand their needs
- Provide membership materials (applications, list of member benefits) for monthly meetings. These are available so that guests who may be interested in joining can go home with the necessary material in hand.
- Knows the membership status of all members and keeps the president and membership chairs apprised of those who have not paid dues.

VP Membership (New Members):

- Respond to phone or e-mail inquiries from people interested in membership by sending an application and list of member benefits. Encourage them to attend the next chapter event and provide them with details about the event and information about registering. Offer to greet them and introduce them to members if they are planning to attend.
- Help members with the application process during meetings. Accept applications and payment and send to national.
- Send an official chapter welcome (e-mail) to new members, including access codes and member directory.
- Communicate with members to understand their needs.

- Send follow-up e-mails to prospective members. Include application as an attachment.
- Conduct outreach activities to expand membership, such as the annual membership drive. The annual membership drive requires contacting and working with AWC National.
- Update membership directory when new members join and email to revised directory to AWCNJ members quarterly.

VP Publicity (Written):

- Prepares and distributes regular press releases about upcoming meetings.
- Prepares and distributes media releases to announce special activities such as award winners and special projects.
- Sends copy to webmaster for posting

VP Publicity (Photography):

- Photographs all AWCNJ events
- Sends digital copies to Webmaster and VP publicity for distribution with media releases.
- Provides photos for website and other marketing materials.

Future Board Positions

VP Student Affairs:

- Provide mentorship to the AWC Student Chapter at Rutgers University and its members.
- Coordinate regularly with the AWC Student Chapter academic advisor at the Rutgers University.
- Coach the student board on how to be effective leaders.
- Assist the Student Chapter with developing programs for the chapter members.
- Encourage Student Chapter to regularly attend New Jersey Professional Chapter events.
- Ensure regular, ongoing communication between the AWCNJ and the Student Chapter.
- Ensure Student Chapter receives any applicable communication from AWC National.
- Lead efforts to develop an AWCNJ scholarship program.
 - Receipt and review of applications
 - Selection of scholars to receive awards
 - Letters of awards
 - Work with Programming VPs to incorporate scholarship awards as part of June program

VP Administration:

- Oversee the administration of the organization.
- Oversee the updating of both the Organizational Policies and Procedures and the office policies manuals.

VP Corporate Relations:

- Identify and solicit corporate sponsors and define levels of sponsorship.
- Be responsible for developing a positive image for AWCNJ with potential corporate partners.
- Establish long-term relationships that provide entree for AWCNJ members who want to do business with major corporations.
- Develop procurement opportunities with public and private sectors.
- Act as a communications link between the Chapter and the public and private sectors.
- Establish liaisons with other business organizations.

Committee Positions:

Committees

The chapter may have standing committees, special committees and/or task forces at the discretion of the chapter's board of directors. Standing committees should meet at regular intervals, preferably prior to executive board meetings. Committee chairs should make regular reports to their sponsors and at chapter meetings or through the chapter newsletter. Examples of standing committees are: newsletter, membership, program/event planning, publicity, fundraising, mentoring, philanthropy, and professional development.

Special committees can meet as often as needed to fulfill the purpose for which they are appointed, often a one-time event. The committee can dissolve when its work is complete and its final report is made.

A task force is generally appointed by the board to lead change and prompt action in a particular area. Task force members meet on a regular basis, but much of their work is conducted individually between meetings. Members issue surveys, conduct research, analyze results, and make action-oriented recommendations.

Communications Committee: Work with VPs Communications and other committee members to accomplish the following tasks:

- Write and produce, both print and email invitations, announcements, fliers, and save-the-date announcements for all AWCNJ events and activities.
- Write bios for board members to be posted on the website.
- Write articles for the website including topics on member achievements, hot topics, benefits of membership and other related items.
- Secure new member background information and write a brief profile for the website.
- Write articles on past meetings and secure photos for posting on website.
- Press releases—research, write and distribute
- Post-event PR—releases, photos and captions
- Programs and posters for use at events
- Draft/submit articles for the Communique
- Write and edit e-newsletter
- Write and send email blasts to members

Webmaster: Work with VPs Communications and web programmer to accomplish the following tasks:

- Prepares and sends regular emails to members using Constant Contact
- Updates website using a content management application
- Manages and maintains all of the Chapter's databases, email systems, intranet and website.
- Reports on website activity at board meetings.
- Manage Linked In site
- Update Online advertising

Membership Committee:

- Assist the VPs of Programming with assigned tasks.
- Give support during membership drive.

Programming Committee:

- Assist the VPs of Programming with assigned tasks.
- Give support for special programs and events.