

## AS OF 9/28/11 --DESCRIPTIONS OF AWCNJ 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.
- Provides leadership
- 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.
- Ensures that year-end reports are submitted to National AWC and that the chapter is in compliance with all National AWC bylaws.
  
- 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.
- Support the process that will yield the desired results

### **Co-Vice President, Marketing and Communications (2 positions)**

Responsible for communicating information about AWCNJ internally and externally using press releases, AWCNJ website, Constant Contact e-mail system, marketing materials (brochures, flyers, etc.), and social media tools (LinkedIn, Twitter, Facebook, etc.) The co-VP's will work with the Marketing & Communications Committee to complete needed activities. They will also coordinate with the other members of the AWCNJ board to publicize all chapter activities (programming, membership, corporate relations, student relations).

- Write and distribute press releases and event announcements to print and online publications, as well as social media platforms (Facebook, LinkedIn), promoting NJ chapter events.
  - develop guidelines with programming to define what information is needed and when it is needed.
  - provide publication timeline to all board members.

- Prepare and distribute e-newsletter on monthly basis and email blasts and announcements as needed.
  - update Constant Contact distribution lists as needed
  - gather member news
  - write articles on hot topics, member benefits, etc.
- Manage and maintain website, AWCNJ.org, including updates of chapter news, photos, events, etc.
  - Work with Webmaster (either volunteer or paid).
- Develop and design marketing and communications materials, such as flyers, brochures, business cards, that follow the branding guidelines of AWCNJ and AWC.
- Work with AWCNJ board to develop ways to measure effectiveness of marketing and communications

### **Co-VP, Programming (2 positions)**

#### **VP Programming (Speakers):**

- Determine, with co-VP and Membership VP, members' programming interests.
- Determine, with co-VP and Membership VP, where members live, work and want to travel to facilitate attendance at our events.
- Work with co-VP to develop topics and programs that meet the needs of AWCNJ members and potential members.
- Focus on programming that will help increase a) membership; b) member retention; and c) member satisfaction with AWCNJ.
- Create both short- and long-term programming plans in consultation with co-VP.
- Book speakers and work with them to develop programs.
- Determine speakers' logistical needs and advise co-VP of these needs.
- Coordinate with Communications co-VPs to write and produce both print and email invitations, announcements and reminders about AWCNJ programs.
- Provide information on programs to the AWCNJ Board for information, distribution, promotion, and posting on website.
- Work with Communications co-VPs and chapter co-presidents to develop other ways to encourage attendance at AWCNJ events.
- With co-VP, develop feedback/suggestion form or online survey to obtain program feedback and suggestions for future programs.
- Provide formal, written thank you to speakers at events with a small token gift.
- Provide speaker contact information to chapter co-presidents for additional thank you (usually via email) after the event.

#### **VP Programming (Logistics):**

- Determine, with co-VP and Membership VP, members' programming interests.
- Determine, with co-VP and Membership VP, where members live, work and want to travel to facilitate attendance at our events.

- Work with co-VP to develop topics and programs that meet the needs of AWCNJ members and potential members.
- Identify possible meeting locations, request menus/prices, clear meeting times, and obtain written contracts.
- Arrange for the receipt of event RSVPs and advance payments.
- Confirm number of attendees and logistical needs for programs with venue and caterer.
- Prepare final list of attendees (advance program registrants) for use at check-in.
- Prepare name badges for Board members and other attendees for day of event.
- Identify two AWCNJ members who will collect funds at the door.
- Be responsible for all meeting check-ins (Meet & Greet) and collection of at-the-door payments.
- Submit receipts to the Treasurer immediately after each event.
- After each event, report to the Board at the next Board meeting with specific event numbers, including number of attendees (both members and non-members) and dollar amounts collected.

#### **VP Corporate Relations: 1 position**

The VP of corporate relations solicits sponsorship for upcoming programs, acts as an ambassador for women in corporate and acts as a chapter liaison with other professional organizations.

- Identify and solicit corporate sponsors for upcoming chapter events.
- Define levels of sponsorship by identifying the sponsors needs and wants.
- Act as an ambassador for women in the corporate environment, developing a positive image of AWCNJ and help prospect for new members.
- Work closely with Programming to be aware of upcoming events
- Work closely with VP's of Communications to identify ways the chapter can publicize sponsors, i.e. newsletter and e-mails.

#### **Co-Vice President, Student Relations (2 positions)**

- Actively promote AWC as a professional organization that welcomes student members and, most important, offers them the same benefits as members already established in their careers
- keep close ties with our existing student chapter at Rutgers University and provide mentorship
- work with New Jersey-based colleges and universities to create new student chapters
- encourage student members to attend our events
- work with board members (as committee heads) to ensure student chapters receive applicable communication from us, learn about internship opportunities, and more

- invite graduating student members to continue being a part of the organization
  - \* inform them of “new graduate” membership, offering same low rate as student level
  - \* encourage them to also join our chapter
- lead efforts to create scholarship fund and ongoing donations
- oversee scholarship application process, selection of winner, and incorporation of award presentation as part of annual Women Who Will celebration

### **Secretary (1 position)**

The secretary shall

- keep a correct record of the proceedings of all meetings of the chapter’s Board of Directors as well as chapter meetings (as determined by the Board)
- present minutes to the Board for approval at the following Board meeting
- compile and maintain a comprehensive list of Board member contact information (name, Board position, address, phone number, email address) for Board member use only

The approved meeting minutes shall be posted at a secure area (Board member access only) of the AWCNJ website for Board members’ reference.

### **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.

### **VP Membership**

- Maintain membership lists;
- Update the Facebook/Linked page & post new info

- Hand out membership materials and be a membership spokesperson at events;
- Reach out to new members & non-renewals.
- Work with event planning team to promote and produce new member outreach events.

**PAST-PRESIDENTS** (immediate past president and past president)

Support the efforts of current co-presidents and the board as a whole