

## **AMWA Board of Directors: Roles and Responsibilities**

### **Co-President**

- You must attend and run all Executive Board and general member meetings
- You will appoint directors to perform tasks and ensure that the task is done correctly and completely
- You will monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees
- Must make certain that each club and board meeting is organized and planned out ahead of time
- You are also expected to work with the Secretary to create all the general and board emails and send those out in a timely manner

### **Vice-President**

- You will be expected to aid in overall leadership of AMWA and expected to step in if either Co-President is not present.
- Aid in generating communication amongst the board and general AMWA members.
- Assist Co-Presidents and assume the tasks of other board members when necessary.
- Assist Secretary in sending out weekly emails.
- Keep track of T-shirt sales and handle additional shipments.

### **Secretary**

- You will be in charge of strategizing for member retention and taking member feedback for meetings and events.
- You will assist in creating organized sign-in sheets and keep track of who is coming to meetings and choose members for recognition at the end of the quarter for best attendance. We expect you to keep track of active membership.
- Record Minutes for E-Board Meetings, keep track of E-board attendance.

### **Finance Director**

- Obtaining funding, fundraising, reimbursements for supplies, and management of membership fees, purchasing t-shirts
- Applying for different club funds: SOOF, CS mini, as well as ones for transportation for outreach events
- You will be expected to plan 1 fundraising event each quarter
- Manage bank account at Credit Union
- Assist other board positions (Sonriendo, Social, or Mentorship) with fundraising applications/funds

### **Community Service Director**

- You will be expected to help plan 2 volunteering or community service events each quarter (including planning for Relay for Life, Women's Breast Cancer Basketball Game, Downtown Women's Shelter, etc.)
- Your goal will be to help Community Service Director increase attendance for programs and plan more programs
- Plan out and execute ideas mentioned in the interview

### **Mentorship Director**

- You will be expected to plan mentorship events and AMWA Sister events; at least once a quarter
- Increase communication between AMWA Board, returning members and little sisters.
- Planning events with the graduate division of AMWA and keep in contact with their board

### **Professional Development Co-Chair**

- Must attend all the meetings, with the exception of two a quarter; along with social and volunteer events that occur during the school year
- You will be expected to help plan 2 guest speaker events each quarter.
- Your goal will be to try and have a guest speaker panel once a quarter as well as invite different types of guests to speak to AMWA and diversify the types of speakers we have throughout the year

### **Sonriendo con el Corazón Co-Chair**

- You will be in charge of founding this AMWA outreach program, ensuring that it is an established program within the school year.
- Plan one event a quarter that is relevant and in support to the outreach program (e.g. clothes drive, book drive, etc.)
- Eventually coordinate AMWA outreach trips to the orphanage; find appropriate translators, find funding for trips
- Organize a board trip to establish initial meeting

### **Social Chair**

- You will be expected to plan 2 socials each quarter as well as work with Publicity Chair for AMWA through flyers, Facebook, and our website.
- You will be expected to create flyers, as well as schedule talking around the classrooms and coordinate to gain membership retention for AMWA.
- You will be responsible for coordinating the Enormous Activities Fair (making a new poster, flyers, coordinating shifts)

### **Publicity Chair**

- You will be expected to work on publicity for AMWA through flyers, Facebook, and our website.
- You will be expected to create and manage Facebook events for all big meetings and communicate with the rest of the board to invite members and even non-members to create publicity for meetings.
- You will be expected to create flyers, as well as schedule talking around the classrooms and coordinate to gain publicity for AMWA.
- You will be responsible for coordinating the Enormous Activities Fair (making a new poster, flyers, coordinating shifts)
- You will be responsible for taking new board pictures for our website
- Follow through with your suggested ideas