ALLIANCE FOR

WOMEN IN MEDIA

AUSTIN AFFILIATE

2023-2024 Board of Directors Nomination Form

Nominated by (self-nomination encouraged): _____

Job Title: _____Company: _____

Work Address: _____

Work phone:_____Cell phone: _____

E-mail: _____

Position nominated for (by preference if applicable):

1.

2.

3.

The Austin Affiliate of AWM meets the 1st and 2nd Wednesday of each month for Board Meetings and Luncheons, respectively. Can the candidate commit to attending these meetings?___ **Yes** or **No** (please circle)

Please indicate strengths the candidate has that will benefit the board.
Example: Position/Title at work is accounting – best suited as Treasurer. Indicate years served on board, reasons for wanting to become more involved, etc.

Board of Directors Positions

President
Vice-President
Secretary/National Affairs
Treasurer
Battle of the Media Stars Co-Chairs (3)
Spirit of Texas Co-Chairs (2)
Trailblazer & Awards of Excellence Gala Co-Chairs (3)
Programming Co-Chairs (2)
Hospitality Co-Chairs (2)
Communications Co-Chairs (3)
Membership Co-Chairs (2)
Scholarship Co-Chair (2)
Development Co-Chairs (2)

***Bold represents Executive Committee, minimum 1 year served on AWM Austin Board previously**

Austin Alliance for Women in Media (AWM Austin) is a 501(c)(3) non-profit, professional organization of women and men who work in the media and allied fields. AWM Austin is proud to represent women and men engaged in all aspects of creating high-quality media and related services.

Board of Directors Position Descriptions

President

- Preside at all meetings of the affiliate, Executive Committee and Board of Directors, except as indicated in Article IV, Section 4.
- Recommend to the Board such measures as deemed necessary for the best interests of the affiliate, and shall see that all decisions of the Board are faithfully executed.

- Have the authority to execute such agreements on behalf of the affiliate as are authorized by a vote of the membership and/or the Executive Committee and/or Board of Directors.
- Appoint special committees as needed with the approval of the Executive Committee.
- Be an ex-officio member of all standing committees and special committees, except Nominating Committee.

Vice President

- Perform such duties as the President or the Executive Committee request or designate and preside at meetings in the absence of the President.
- Be an ex-officio member of all standing committees and special committees, except Nominating Committee.
- Conduct one meeting of the Board of Directors and conduct one luncheon meeting during her/his term. Dates for such meetings to be determined by the President.
- Mentor under the President in order to succeed the President if they so choose when the President's term has expired.
- Be a resource to help facilitate the Development Committees as needed, managing timelines. This position will assist the event chairs helping ensure responsibilities for the event are fulfilled in a timely manner.

Secretary/National Affairs

- Record and distribute to the Board in a timely manner the minutes of all meetings of the Board of Directors.
- Be responsible for correspondence designated by the Executive Committee and or Board of Directors upon requests.
- Be custodian of the affiliate bylaws and as such, should have a clear understanding of both local and national bylaws and be responsible for regular review and amending procedures.
- Be responsible for setting up the location of monthly board meetings and sending out notice to all board members of all upcoming programs, events and deadlines.

Treasurer

- Receive all funds and make all disbursements as authorized by the Executive Committee.
- Present a financial report at each monthly meeting of the Board of Directors and at the annual meeting of the affiliate or as requested by Executive Committee.
- Be responsible for maintaining all income and expenses for Battle, Spirts and Gala Committees.
- Be responsible for the distribution for any student scholarship funds.

Programming Chair (2)

- Work in cooperation with the Board of Directors in arranging AWM Austin President approved programs; to include topic description, enlisting and coordinating with moderator and panelist speakers, speaker brief, and script.
- Provide advanced notification of upcoming programs as well as recapping programs for the Affiliate's members.

Membership Chair (2)

- Be responsible for finding qualified professionals for membership in AWM and the affiliate.
- Notify the Treasurer and keep an accurate membership roster.
- Be responsible for encouraging the prompt renewal of eligible members of the affiliate.

Communications Chair (3)

- NEWSLETTER: Be responsible for graphic design and for organizing and developing content for affiliate marketing to include Industry Updates.
- WEBSITE: Be responsible for maintaining and updating the affiliate's website with current news and information and for the distribution of the Newsletter and affiliate email blasts.
- SOCIAL MEDIA/HISTORIAN**:** Publicize all affiliate activities to the media community as well as increasing and improving awareness and appreciation of AWM Austin and each of its events in the market across all affiliate social platforms. Be responsible for photographing all AWM Austin events and for writing and distributing press releases to media list.

Scholarship Chair (2)

- Maintain and update college/university contact database.
- Solicit applications for affiliate scholarships that are granted each year.
- Research and recommend member education opportunities. Funding is provided from various predetermined events.

Hospitality Chair (2)

- Research and secure, with President approval, venues for affiliate events and activities.
- Approve menus, collect fees for meals, and welcome attendees.
- Be responsible for notifying and securing attendance of members for meetings/gatherings and for communication with the responsible parties at the meeting place.
- Maintain the guest list for each event, have credit card processing authority and will provide a financial recap to the Treasurer after each event.
- In the case that "Luncheon's" remain in virtual format, "Zoom @ Noon," assist Programming with enlisting moderator and panelist speakers.

Event Chairs (Various)

- Committee Chairs include 3 AWM Austin events: Battle of the Media Stars (3), Spirits (2), & Trailblazer & Awards of Excellence Gala (4). Each event is to facilitate industry awareness of AWM Austin. The events will do the following: raise money for scholarship, provide member educational programs and support philanthropic causes.
- Each committee will facilitate events as needed, managing timelines, communication, budgets, sub-committees, etc.
- Each committee will work with all board positions in developing new ideas for making the affiliate stronger.
- Each committee Chair must have served a minimum of a 1-year term on the respective committee or board for prior knowledge.

Development

- Develop professional relationships and secure donation and raffle items and assist with event sponsorship.

All information subject to change and based on the needs of AWM Austin.