

Awesome Women In Business Charter 2016 Advisory Board/ Officers

Mission Statement: To provide a supportive community where women in business share ideas build relationships and promote personal and professional growth so that women can be confident leaders and succeed. We will do this by having regular meetings, providing speakers, and have social events.

Meeting Format: There is a written agenda for the meetings.

I. Officers

General Information

- 1) Attend monthly Board meetings, AWIB meetings, and others as necessary.
- 2) Prepare and present updates to the Board.
- 3) Prepare recommendations, including budget requests, programs, projects, and activities which will further our goals and objectives of AWIB
- 4) Work diligently and professionally as a team keeping the best interest of AWIB members always at the forefront of our minds.
- 5) Shall be at AWIB meeting at 11:00AM and be there 30 minutes after until 2P.M. Board Meetings are 1 hour 30 minutes.
- 6) Shall assist in room set up and tear down, and other necessary duties.
- 7) Shall attend Socials, Ladies Night Out, and Lunch and Learns.

II. President

The President shall:

- a) Serve as a head of the Advisory Board.
- b) Length of term is indefinite.
- c) Shall organize and coordinate all actions of AWIB
- d) Represent or designate someone to preside over our monthly meeting.
- e) Shall provide an Agenda for the Board Meeting.
- f) Provide Agenda Flyer at meetings.
- g) Shall be the hostess for the AWIB Meeting.
- h) Shall facilitate conversation with members and guests. Introductions. Go-to-Leadership Team member for this.
- i) Appoint a three (3) person committee with the approval of the Board of Directors to review the Fiscal Records of the previous year. One member must

be a Past President or current President, with one of the other two persons having a financial background up to but not requiring a CPA.

- f) Receive updates/reports from the Board Members/Officers
- g) Shall provide any and all notes of importance to your successor.
- h) Shall review Board Member's descriptions/responsibilities.
- i) Shall receive updates/reports from the Board Members.
- j) Shall facilitate and assist Board Members.
- k) Liaison to the Web Mistresses and other volunteer support members.
- l) Shall attend Socials, Ladies Night Out, Lunch & Learn

III. Vice President

The Vice President shall:

- a) Serve as a member of the Advisory Board.
- b) Shall preside over the meetings in the absence of the President or assign another officer to preside.
- c) Shall organize all Socials and Ladies Night Out including Post to MeetUp
- d) Shall reply to comments from members on website about these events
- e) Shall be the hostess at these events. Collect business cards. Take Pictures.
- f) Shall collect fees for non-official member guests at Socials.
- g) Shall post the Socials and Ladies Night Out on the meet-up site.
- h) Shall send out Thank-you notes by mail. (Email to sponsors 2nd choice.)
- i) Coordinate two Business Sponsorships at each meeting. Two business women will present each month. There is a fee for this opportunity. Provide information to web mistress so information can be posted on the Meetup Website and AWIB website. Social Media access to information, too.
- j) Shall set up display tables for sponsors to display their business. Two tables.
- k) Select an AWIB member to give business testimony at a meeting. Provide copy of testimonial for the AWIB website. (May re-establish in the future.)
- l) Announce the benefits of being a Meet-up Sponsor at the monthly meetings.
- m) Shall introduce Business Sponsor
- n) Shall assist with any drawings for door prizes
- o) Shall attend Socials, Ladies Night Out, Lunch & Learn
- l) Provide a report to the Advisory Board and shall forward any notes or specifics on possible speakers for the future year to your successor.

IV. Program Director

The Program Director shall:

- a) Serve as a member of the Advisory Board.
- b) Shall preside over the meetings the 2nd Tuesday of every month in the absence of the President and the Vice President or assign another officer to preside.
- c) Shall secure professional speakers for our meetings the 2nd Tuesday of every month.
- d) Shall present guidelines to speakers to meet the Theme of the Year.
- e) Shall post the upcoming meeting details a minimum of two months out and up to one year or more on the Meetup Calendar. Includes a picture, website, links, information about topic.
- f) Shall provide process for posting to Meet Up site.
- g) Shall confirm by phone and email with the speaker how much time they have to speak, the date, time and location of our meetings as well as other needs by the speaker.
- h) Shall attend AWIB Meetings
- i) Shall coordinate with BMI FCU for microphones, power point, room set up. For future reference, your presenters will either need to have a VGA input on their laptop or an adaptor for a VGA input that will work with their computer. Either VGA to USB, VGA to HDMI, VGA to Micro USB. Whichever input they do have on their laptop.
- j) Shall meet the speaker and be the hostess. Set up Speaker Table. Assist with needs of speaker.
- k) Shall request a bio from the speaker prior to the scheduled meeting.
- l) Shall provide a professional introduction of the speaker.
- m) Shall thank the speaker in person after his/her address to the AWIB.
- n) Shall send a professional thank-you by mail to the speaker within 48 hrs after the meeting. Provide a gift (up to \$25 value). May do directly after the meeting.
- o) Shall coordinate any give away from speaker to members.
- p) Send synopsis of speaker to President.
- q) Shall have a back-up speaker at all times in case the confirmed speaker becomes ill and is unable to maintain his/her commitment.
- r) Shall coordinate all the logistics for the meetings including making arrangements for proper table and chair set-up.
- s) Shall attend Socials, Ladies Night Out, Lunch & Learn
- t) Shall forward any notes or specifics on possible speakers for the future year to your successor.

v. Membership Director

The Membership Director shall:

- a) Shall serve as a member on the Advisory Board.
- b) Shall preside over the Board meeting, the 2nd Tuesday of every month in the absence of the President, Vice President and the Program Director or assign another officer to preside.
- c) Shall create a plan for extreme membership care.
- d) Shall attend AWIB Meeting each month and perform the following necessary duties.
- e) Shall provide sign-in system and check attendees in at the registration table and offer name tags.
- f) Shall greet each attendee in conjunction with a Go-To-Leadership Team member or a Board Member to welcome attendees and making connections. or assign someone to be at the door making sure everyone feels welcome and is making connections.
- g) Shall take cash/checks/credit card payments. Treasurer sits at membership table. President and Membership Director will coordinate another Board member to assist when Treasurer not available. Money collected for AWIB membership and/or dues.
- h) Shall provide Membership Brochures to non-official members and first- time attendees. The President provides.
- i) Shall provide first time attendee gift bags.
- j) After meetings shall send a thank-you and welcome to the first time attendees.
- k) Shall send correspondence to guests and those who may become official members advising of benefits and encourage them to make the most of their membership.
- l) Shall send reminders to members who have memberships expiring before the next meeting.
- m) Shall provide Board Members with numbers of total attendees, 1st time attendees and a list of attendees. This is placed on the Facebook AWIB Board page.
- n) When new members signed up on website: Shall send welcome emails, including links to AWIB website, remind them of the AWIB Business Directory.
- o) Shall guide members to AWIB Meet Up site.
- p) Shall encourage members to complete their profile.
- q) Shall attend Socials, Ladies Night Out, Lunch & Learn
- r) Forward copies of all notes taken throughout the year in regards to membership to your successor.

vi. Treasurer

The Treasurer shall:

- a) Serve as a member of the Advisory Board.
- b) Shall approve an annual budget to be approved by the Advisory Board.
- c) Sign all checks and contracts that are within the approved budget.
- d) Review all income and expense transactions of the organization, recommending changes as may be appropriate to ensure sound financial management.
- e) Prepare monthly reports which submitted at each Board Meeting.
 - 1) A report using the budgeted line items for receipts and disbursement categories.
 - 2) Both monthly and year-to-date total columns will be included, an annual budget column, & a year to date actual minus budget variance column.
 - 3) The report will show both the balance carried forward from the prior month and the end of the month balance in the operating fund.
 - 4) Show donations for Charity of Choice. Expenses.
 - 5) Prepare a Balance Sheet for each meeting.
- f) Make the necessary arrangements to ensure that the Organization's Tax Return is prepared and given to the President who files the tax return. Copies of all filed forms must be supplied to the Board for retention in the permanent records.
- g) Provide the main financial records to the President within 28 business days after the end of the fiscal year.
- h) Be bonded sufficiently to cover the maximum amount of money likely to be in the Treasurer's possession.
- i) Shall keep track the Pay Pal Account, downloading transactions regularly and sending invoices as needed.
- j) Shall notify the Vice President of payments for Business Sponsors.
- k) Shall notify the Membership Director of dues paid
- l) Shall send notice of membership dues renewal in coordination with the Membership Director.
- m) Shall notify the Secretary and President of paid attendees for the Lunch & Learn
- n) Shall attend AWIB meetings
- o) Shall work with the Membership Director as AWIB members and guest pay dues.
- p) Shall deposit funds collected.
- q) Shall attend Socials, Ladies Night Out, Lunch & Learn
- r) Forward copies of all notes taken throughout the year in regards to being a treasurer to your successor.

VII. Secretary

The Secretary shall:

- a) Serve as a member of the Advisory Board.
- b) Call any official meeting to order in the absence of the President and Vice President.
- c) Take professional minutes at each Advisory Board meeting. Place in binder.
- d) Provide a copy of the minutes via email to all Board Members within 72 hours.
- e) Shall organize Lunch & Learns. Develop procedures, including speakers, location, post on Meet Up site, coordinate with Treasurer on fees collected, list of attendees. Act as hostess for the event.
- f) Oversee the “Mentor Me” workshops. Communicating with speakers, booking the date with the DEC, posting on “Meet Up” and forwarding information to Web Mistress for posting on the Website.
- g) Shall attend AWIB Meetings.
- h) AWIB Table at each meeting. Forms available to members.
- i) Set up tables for AWIB & membership table.
- j) Shall work with any Board Member before, during, and after the AWIB Meeting, as necessary.
- k) Shall be one of the first to count monies at meetings, socials, lunch and learns, and forward monies and first count figures to Treasurer for second count and to forward to the President.
- l) Shall attend Socials, Lunch & Learns, Ladies Night Out, and Mentor Me Workshops as available.
- m) Shall attend Socials, Ladies Night Out, Lunch & Learn
- n) Forward original copies of all minutes, records and letters of value to your successor.

VIII. Charity Liaison/Event Coordinator

- a) Shall serve as a member of the Advisory Board
- b) Shall be the liaison between AWIB’s Charity of Choice and AWIB.
- c) Shall attend AWIB Meeting.
- d) Shall establish a yearlong marketing for funds. Such as April Tax write off, February Sweet heart of a charity – donate, etc.
- e) Some methods of collections: Raffle, Jar of Awesomeness “Change for Change” Pass the basket.
- f) Shall have the Charity come to AWIB. Introduce. Share the Charity with AWIB. Be the hostess during that meeting for that part of the program agenda.

- g) Preside over any special charity events such as Restaurant Raffles, Silent Auction and similar events. Most will occur at AWIB meetings.
- h) Shall put together an effective committee that is approved by the Advisory Board to organize our special events.
- i) Shall give updates and a report on the status of the event.
- j) Shall send an appropriate thank you to those serving on the committee after the event.
- k) Along with the President will present check for the Charity of Choice Donation.
- l) Shall attend Socials, Ladies Night Out, Lunch & Learn
- m) Shall forward any and all notes from the event to your successor

IX. Web Mistress

- a) Shall serve as a member of the Advisory Board.
- b) Shall attend AWIB Meetings
- c) Shall post information on the Awesome Women in Business website.
- d) Shall obtain from Board Members information in a timely manner.
- e) Shall coordinate information from the Meet Up site to the AWIB website.
- f) Shall create links as needed for events, dues, etc.
- g) Shall approve posts of members to AWIB website including Business Profile, Blogs, and other posts as necessary.
- h) Shall post Business Sponsors on Meet Up and AWIB Website
- i) Shall oversee Member Directory Registration
- j) Shall attend Socials, Ladies Night Out, Lunch & Learn
- k) Shall forward any and all notes from the event to your successor