

Professional Women's Network

Annual Officer Nominations

Following is a list of the Board positions (and their descriptions) for which you will be submitting nominations:

President _____

Facilitates meetings and arranges for business meetings.

Vice President _____

Expectation to develop into president the following year. Stands in for president to facilitate meetings, etc.

Secretary _____

Takes attendance, takes notes of meetings, maintains website (By herself or by communicating with designated and/or hired webmaster)

Treasurer _____

Keeps books, receives dues from membership director, pays bills, reimburses hospitality for breakfast with receipt. Can take dues for renewals and applications.

Program Director _____

Schedules presenters (slotting both seasoned and new members in a fair and equitable manner), manages all PWN programming, eg, Expo and guest speakers.

Membership Director _____

Updates membership directory, takes applications and dues & brings to board monthly for approval, checks for industry conflicts and contacts member for conflicts, if necessary. Sends out emails to visitors, thanking them for coming and asking them to return. Sends "thank you" to guest speaker.

Community Liaison _____

Liaison to community service organizations.

Hospitality _____

Makes arrangements for food (set up begins 7:30 AM), submits receipts to Treasurer for reimbursement. Utilizes backup when necessary. (Hospitality Guidelines available for further instructions.)

Public Relations _____

Keeps press releases up to date and promotes PWN where appropriate. Communicates internal marketing via "Wednesday Email Blast."