



2019 Women’s Division Board of Directors Application

Name: _____ Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Work: _____ Cell: _____

Email: _____

Which is the BEST number to reach you? Cell: _____ Work: _____

I am a current member in good standing:

Length of time attending/participating with Women’s Division: _____

Have you ever served on the Women’s Division Board? _____ Yes _____ No

If so, please list position and year(s) served:

Position _____ Year _____

Position _____ Year _____

Position _____ Year _____

Please select up to 3 position(s) of interest and rank (1 – Most Interested; 3 – Less Interested):

- ___ Director-Elect
- ___ Registrar
- ___ Programs (Co-Directors)
- ___ Publicity
- ___ Connections
- ___ Secretary
- ___ Treasurer

All applicants are required to attend a board service training held at the Plano Chamber office on August 14, 2018 at 9 AM.

Please return to **Ryan Minter** (ryanm@planochamber.org) by **Friday, August 10 at 5 PM.**

*If you would like to submit additional information about your experience in a leadership capacity, please feel free to add a **one page summary** detailing any information you feel is pertinent to your Board Application.*



2019 Women's Division Board Application Instructions

All women who are active participants in the Plano Chamber Women's Division are invited to submit an application to be considered for the 2019 Women's Division Board of Directors.

All officers shall be elected annually. A nominating committee shall consist of the current Director, current Director-Elect, and three (3) persons appointed by the Executive Committee and subject to the approval of the Board of Directors at the regular August Board meeting. It is the duty of this nominating committee to nominate a candidate for each office and report at the following meeting of the Board of Directors in September. The slate will be presented at the October Women's Division monthly luncheon for an up or down vote for the slate.

To be eligible for consideration to the Women's Division Board of Directors you must be:

- A woman who is a current member in good standing of the Plano Chamber of Commerce
- Regular attendee at the monthly Women's Division luncheons over the past year
- Committed to our mission of women empowering women through advocacy, education and networking

Requirements

- Complete attached Women's Division Board Application
- Submit application by 5:00 p.m. on Friday, August 10, 2018
- Commitment to regular attendance of Women's Division Board retreat (Dec 2018) and monthly 2019 Women's Division Board meetings (4th Tuesday at 8:00 a.m.)
- Commitment to regular attendance of Women's Division monthly luncheons (2nd Wednesday from 11:30 a.m. – 1:00 p.m.)

Positions Available

a. Director-Elect

The Director-Elect shall assist the Director as needed. She shall perform the Director's duties in the absence of the Director. The Director-Elect shall become Director in the case of a vacancy in the office of Director and The Director-Elect shall chair the annual Women's Division special project, as defined by the Executive Committee. The Director-Elect shall serve as a member of the Women's Division Executive Committee.

b. Program Co-Directors

The Programs Co-Directors are responsible for arranging the programs and speakers for the monthly luncheons and present proposed speakers to the WD Board for approval. The Programs Co-Directors shall also coordinate membership feedback via monthly luncheon surveys. The Programs Co-Directors shall serve as members of the Women's Division Executive Committee.

c. Secretary

The Secretary shall take and record accurate minutes of the proceedings at all business and WD Board meetings. The Secretary shall provide copies of said minutes to the Board of Directors for approval at least one week prior to the monthly Board meetings. The Secretary shall preserve, in a permanent file, all minutes and letters of value to the organization and its officers. The Secretary shall conduct general correspondence for the WD. The Secretary shall also serve as a member of the Women's Division Executive Committee.



2019 Women's Division Board Application Instructions

d. Treasurer

The Treasurer shall be the custodian of all Women's Division funds. The Treasurer shall coordinate with the WD Board on any expense out of the realm of normal, routine expenditures to be approved by the Board. The Treasurer shall work with the Chamber staff to facilitate payments as approved by the Director and shall coordinate with the Chamber's finance staff on the accounting of all receipts and expenditures and shall make a full monthly report at the WD Board meeting. The Treasurer shall act as liaison between the WD Board and the Chamber finance department. The Treasurer shall serve as a member of the Women's Division Executive Committee and as a member on the Chamber's Finance Committee.

e. Connections Director

The Connections Director shall coordinate Women's Division networking events as approved by the WD Board. The Connections Director shall coordinate the twice yearly raffle..

f. Registrar

The Registrar shall oversee greeting and check-in procedures at the luncheon. The Registrar shall present an attendance report at the monthly WD Board meeting.

g. Publicity

The Publicity Director shall be responsible for collecting information for the monthly WD newsletter and supplying it to the Chamber by the set deadline prior to publication. The Publicity Director shall coordinate with the Chamber regarding working with the media and oversee publicity for all meetings and projects. The Publicity Director shall also oversee any advertising required by the Women's Division. The Publicity Director is responsible for producing the content for the monthly WD newsletter. The Publicity Director shall coordinate the program and newsletter sponsorships.

h. Member(s)-At-Large

The Member(s)-At-Large shall serve in an advisory and support capacity with the rest of the WD Board and will step into a WD Board role if one becomes vacant.

i. Immediate Past Director

The Immediate Past Director shall be the advisor to the WD Board of Directors regarding the history of the Women's Division and shall serve as a liaison to the membership.

Please return to **Ryan Minter** (ryanm@planochamber.org) by **Friday, August 10 at 5 PM.**