



Building Leaders to Strengthen and Connect Communities

Board of Governor Position Descriptions

All members are required to attend Summer Board, Winter Board, and Spring Board/Annual Trainings and maintain weekly communications with other board members. All positions, with the exception of the Chairperson and Executive Secretary are voting members of the AWAG Board of Governors. Along with general duties, board members will be expected to assist other board members when needed.

Executive Board Positions:

Executive Secretary

- will prepare, disseminate and file the minutes of all AWAG Board of Governors' Meetings
- will update, disseminate and file any Board approved changes to the Constitution, Bylaws and Policy Letter
- will be responsible for submitting the required documents to the Organization Approving Authority
- will update and maintain a master copies of rosters, agenda
- will maintain accountability records for all AWAG Equipment and storage locations
- will set up, maintain and tear down the AWAG Board Room for all board meetings
- will set up all monthly meetings, including agendas
- will maintain organization and consistency of online communication and documentation through Google Drive and Hangout.
- will coordinate and maintain the ballroom schedule and podium book for the Annual Seminar
- ensures that all Board meetings and other Board business is conducted according to the Constitution, Bylaws, and proper parliamentary procedure
- shall review proper parliamentary procedure and develop board rules
- shall maintain a copy of the Constitution and Bylaws, Policy Letter, and keep our historic records such as Past Chairpersons, Keynote speakers and themes
- will oversee telephonic or electronic votes as required
- will oversee Chair/Vice Chair elections at the Spring Board Meeting

- will oversee Head SA/Assistant Head SA elections at the Annual Seminar
- will oversee theme selection for upcoming board year at Annual Seminar.

Treasurer

- using sound accounting principles and procedures, is secondary custodian for all AWAG funds (Chair is second custodian)
- serves as financial advisor to the Chair and Vice Chair
- keeps all BOG members apprised of significant fiduciary matters, and advises the BOG on financial options and impacts of planned or executed AWAG actions
- prepares Annual Seminar Budget for Approval at Fall Board; updates as necessary throughout the year
- has the authority to disburse funds according to the budget approved by the Board
- prepares quarterly and final financial statements for BOG review and approval
- shall ensure that he/she and other BOG members are bonded as prescribed by the approving authority
- shall ensure that AWAG is properly insured as prescribed by the approving authority
- with coordination with Registration Chair, will oversee collection of organization registration funds
- with coordination with Corporate Relations Specialist, will oversee collection of corporate contributions and ensure proper receipts are provided
- with coordination with Outreach, will oversee collection of welfare contributions/grants and ensure proper receipts are provided
- will coordinate with Seminar Assistants (SAs) at Annual Seminar to receive any reimbursements required
- will ensure timely payment for Annual Seminar invoice and Audit
- research and develop a plan to fully utilize 501(c) 3 status.
- File IRS documents as required for taxes to ensure compliance with 501 (c) 3 status.

Speaker Chairperson

- will travel to all Community Seminars as allowed in the budget to review speakers from each Area for potential invites to Annual
- is the liaison between speakers and the BOG
- will work with the Chair and Honorees to recruit and select speakers for the Annual Leadership & Training Seminar
- will assist the Chair with support to Keynote Speakers for Annual classes
- will work with the Speakers to ensure the highest quality instruction, clear and concise class descriptions and relevant titles
- will prepare and disseminate the class schedule, speaker list and class descriptions
- will collect speaker data for hotel and provide to Registration Chair (formerly called the F-5)
- will collect speaker presentations and provide to have available for preloading onto classroom computers
- will coordinate speaker arrival at Annual and respond to Speaker needs and questions during Annual
- will train classroom SAs for Annual Seminar
- Will be responsible for all AWAG evaluations – Community Seminar and Annual

- will create and provide to Community Reps & Community Liaisons at Fall Board an Area Seminar Evaluation – both large and small seminar samples
- will build evaluations and ensure evaluation data from seminars are input
- prior to Winter Board, will create presentation of Area Seminar Evaluations
- will coordinate with Print Design Chair to ensure Evaluations are printed prior to arrival at Annual
- will coordinate with SA Chair to ensure SAs are assigned to Evals
- will ensure Eval SAs have computers to input and are trained
- will ensure all evaluations are input into database prior to leaving Annual
- will provide summary of evaluations to each speaker within two weeks of completion of Annual Seminar

Corporate Relations Specialist

- is the liaison between corporate contributors and the BOG
- will work with Chair to develop/update Contributor Packet to provide potential contributors
- will work with the Chair, Honorees and all BOG members to solicit support of Annual Seminar in the form of giveaways, gifts and cash
- will work with Chair, Vice Chair, Treasurer, Honorees and all BOG members to determine and coordinate all organization contributions
- will collect and disseminate corporate preferences and logos as necessary for publication in print media and social media
- will prepare and disseminate corporate contributor status/amounts/updates
- will ensure corporate contributors are properly promoted at Annual Seminar
- will work with Chair ensuring contributors are honored and thanked at Annual Seminar
- will plan and oversee the disbursement of the gifts throughout the seminar
- will oversee the Corporate Contributor Evening Event at Annual Seminar
- will work directly with Treasurer to ensure accounting of money
- will coordinate contributors' arrival at Annual and respond to their needs and questions during Annual
- will coordinate/train SAs at Annual Seminar to aid in movement of corporate materials
- is comfortable with both email and phone communication with unknown individuals
- collects, researches, prepares and disseminates the Community Data (formerly called the F-12)
- will coordinate Corporate Night Event to include, as necessary—invites, theme, and certificates.

Public Relations Officer

- planning, developing and implementing AWAG PR strategies
- will be the liaison for all media and will be the contact person for the press
- will set up all electronic related processes such as but not limited to the BOG website, emails, and social media accounts
- maintaining and updating information on the organization's website;

- managing and updating information and engaging with users on social media sites such as Instagram, Twitter and Facebook;
- will develop and coordinate publicity for Annual Seminar – includes design of any approved Stars and Stripes Ad or the Sept to Jan Welcome to Europe Guide
- will be responsible for actively updating electronic media in promotion of our organization and Annual Seminar; requesting updates as necessary
- will develop/maintain media packet and provide printed materials to Community Reps/BOG for use in their communities in cooperation with the Print Design Chair
- will provide all board members with any electronic or internet systems ensuring access, training and updating
- will aid the Community Reps with publicity for their Community Seminars

General Board Positions: Community Representatives *

- will represent, promote, and educate volunteers in their community about AWAG and the services it provides
- will be the primary source of AWAG information in their area; the liaison to their community
- will obtain and distribute community contacts and information to BOG members
- will work closely with community and/or spouse organizations, other private organizations (Red Cross, Wounded Warriors, PTO/PTAs, Ski Clubs, SGM Orgs, etc.), Military Commands (FRGs, Key Spouse programs), NAF Organizations (ACS, AFRC, MWR) and the AWAG BOG
- will form a committee from above partners to organize, promote, and execute an AWAG Area Seminar between September and November
- will organize and lead an Area Orientation prior to Annual Conference to include SA's, participants, speakers, and corporate contributors in their area
- will host an Area Meeting at Annual Seminar working with SAs, overseeing registration of area delegates and ensuring that area delegates are informed
- will have a secondary position for Annual assigned by the Chair and Vice Chair based on their personal skills and talents

Community Liaison

- will represent, promote, and educate volunteers in their community about AWAG and the services it provides
- will be the primary source of AWAG information in their area; the liaison to their community
- will obtain and distribute community contacts and information to BOG members
- will work closely with community and/or spouse organizations, other private organizations (Red Cross, Wounded Warriors, PTO/PTAs, Ski Clubs, SGM Orgs, etc.), Military Commands (FRGs, Key Spouse programs), NAF Organizations (ACS, AFRC, MWR) and the AWAG BOG
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Community liaisons don't have a secondary responsibility

Community Representatives Secondary Responsibility for Annual, Position Descriptions

****Registration Chair***

- has access to computer and must be comfortable with online programs such as Microsoft Excel
- communicates registration guidelines, dates, and processes to all organizations listed in Community Data
- coordinates and oversees the online registration process for both organizations and delegates
- will update as necessary online organization, delegate, and class registration events using the online registration program – Planetreg.com
- will provide explanation and visual training of registration process for Organizations, Delegates, and Class Registration for BOG at Winter Board
- will provide registration links for Community Reps and BOG
- will disseminate individual delegate data (formerly F-5) to all board members on regular basis
- will coordinate with Speaker Chair and Print Design Chair to ensure class tickets are designed, printed, and cut prior to arrival at Annual.
- coordinates and oversees delegate class registration prior to Annual; provides assistance to delegates and necessary and ensures as many delegates as possible register prior to annual
- Will oversee the onsite registration ensuring all entities work together; coordination with Community Reps
- will coordinate the delegate arrival at Annual and respond to delegate needs and questions during Annual
- will train SAs on registration process(es) at Annual Seminar
- will bring printed class lists and labels/envelopes, sorted by area for every delegate to Annual
- will provide list of any unregistered participants and train SAs to aid them upon arrival at Annual
- will serve as floater during annual seminar and assist speaker chair with classroom assistants
- will assist Vice Chairperson in coordinating networking lunches

****Seminar Assistant (SA) Chair***

- is responsible for the recruitment, selection, coordination and oversight of Annual Seminar SAs
- will create/update SA Application and actively recruit SA's for Annual Seminar throughout the year and keep contact with SA applicants
- will be the primary source of AWAG information to the SAs
- will obtain and distribute SA information to BOG members prior to Annual Seminar
 - o delegating SA positions, ensuring each BOG position has necessary SAs
 - o arrange roommates, and collect SA arrival and departure information
 - o oversee SA gifts
- will organize and host a SA welcome, SA training, BOG/SA Dinner and team-building and take a lead role in the de-aproning at the closing ceremony
- will assist Vice Chairperson with ballroom layout and work seating arrangements to ensure smooth transition between events
- will work closely with the SAs and be the liaison between the SAs and BOG during Annual Seminar
 - o Hosts a SA Meeting every morning during Annual
 - o Ensures SA Election for the following year occurs
 - o Ensures SAs have opportunity to submit travel reimbursement requests

***Assistant PR/Print Design Chair**

- is responsible for the overall graphic interpretation of the theme/motto and will create the images used at the seminar
- will assist PR Officer in outreach events including Facebook live and Instagram.
- will be the liaison for all outside printing requirements and will be the contact person for the printer
- will design the AWAG Tri-fold and work with Public Relations Chair to get it printed and disseminated
- will work with the Ways and Means Chair to design AWAG promotional products for Area Seminars
- will design an AWAG Annual Seminar Poster to be displayed at all Area Seminars
- will work closely with the Chair/PR to ensure the BOG members have business cards
- will assist with design of coins and pins working closely with the Chair for an approved image and purchase/transport to Annual Seminar
- will coordinate with Registration Chair for necessary signage such as directional arrows, area signs, etc. as well as names for certificates and nametags
- will coordinate with Special Event Chair for any special event posters, invitations, or other requested items
- will coordinate with Corporate Liaison to ensure Corporate Contributor posters are created as well as banner for Ballroom
- will coordinate with Chair/Treasurer to ensure Organization Contributors and Support posters are created
- will coordinate with Theme Chair for evening theme images
- will create daily power point presentations with photos of Annual seminar
- will work with Chair/Vice Chair to design certificates, nametags, Resource Book and any other printed items requested
- will work with Speaker Chair to obtain Seminar Schedule, Speaker Bios and Class Descriptions for Resource Book
- may occasionally be requested to aid with the design and or/print of any other innovative ideas thought up by the BOG

***Special Events Coordinator/Ways & Means**

- will coordinate & publicize evening events with help from Print Design Chair
- will plan and coordinate all aspects of the delegate 'open' evening event with Chair
- is responsible for the "wow" factor upon entering the Ballroom each evening
- will work with the Chair to develop an overall theme and the supporting lunch theme and all evening themes
- will work with the Chair/Vice Chair/Treasurer to develop a budget and plan to present to BOG at Winter Board
- will research and present potential Ways and Means items for Annual Seminar to BOG NLT Winter Board
- will purchase approved items and transport to Annual Seminar
- will coordinate/train SAs at Annual Seminar to decorate the Ballroom
- will oversee the decoration of the information table area at the Annual Seminar
- will plan and prepare for a photo booth opportunity to coordinate with the evening theme
- will coordinate with the Print Design Chair to ensure the posters have the desired impact
- will oversee all Ways & Means activities; retail experience is helpful (must be able to use Microsoft Excel)
- will research and present potential Ways & Means items for Annual Seminar to the BOG NLT Winter Board

- will purchase approved items and transport to Annual Seminar
- will plan and prepare for the display and selling of items at Annual Seminar to include coordinate/train the SAs at Annual Seminar to display, sell, and inventory Ways & Means products
- will coordinate with hotel any special decoration requirements

****Outreach Coordinator/Welfare Chair***

- will work directly with community liaisons to bring training opportunities to communities
- is responsible for coordinating all organization/club contributions (received, recorded, paperwork returned) in support of Annual Seminar
- will manage accounting and funding requests from welfare contributors for Annual Seminar
- will coordinate Welfare Appreciation Ceremony to include, as necessary—invites, theme, and certificates
- will serve as secondary support to corporate relations specialist
- will oversee all events and ensure all efforts promote AWAG in a positive manner
- will coordinate with board members and assist in developing global relations
- will coordinate with treasurer to ensure petty cash availability, deposit process, and maintenance of accurate accounting records
- will advertise, explain, and oversee the sale of tickets for Opportunity Baskets supported by the Areas/BOG
- will coordinate/host any organization-driven Ways & Means Events such as theme sales
- responsible for inventory before and after Annual Seminar