



2025-2026



BOG ROLE DESCRIPTIONS & DUTIES

THE AWAG BOARD

BOARD OF GOVERNORS

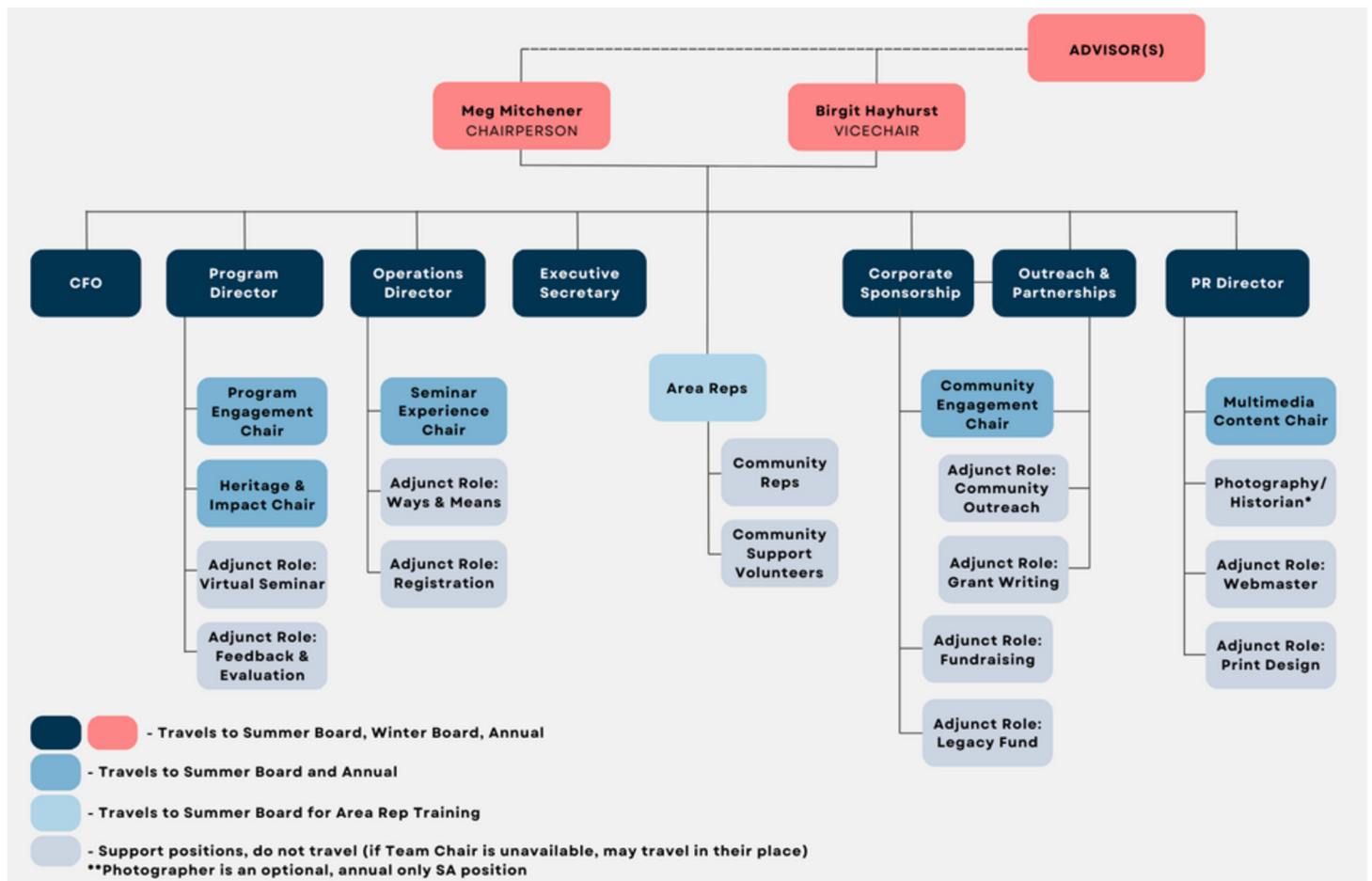
Executive Board: Chairperson, Vice Chairperson, Executive Secretary, CFO, Program Director, PR Director, Corporate Relations Director, Outreach & Partnerships Director, Operations Director, Advisor

General Board: Area Representatives

SUPPORT VOLUNTEERS

Community Representatives, Community Support Volunteers, SAs

BOARD MAP & SUPPORT CHAIN



CHAIRPERSON

The Chairperson leads the Board of Governors, oversees the strategic vision, and ensures organizational continuity. They serve as the primary spokesperson and coordinate with the Vice Chair and Executive Officers. The Chairperson must have SOFA status.

CORE RESPONSIBILITIES:

- Bank Account Custodian
- Approve all non-budgeted expenditures up to \$500
- Selects the Executive Board, Area Representatives and secondary duties, Community Representatives, and Community Support Volunteers based on experience, interest and previous training.
- Oversee executive team and all board operations
- Leads all board meetings, oversees the agenda and ensures that:
 - business is dealt with effectively and efficiently
 - decisions are consistent with AWAGs purpose and values
 - all board members participate in deliberations so that the benefit of each member's perspectives can be shared and considered
 - actionable items set in previous board meetings are completed
 - the quality, sufficiency and relevance of board meeting minutes
- Exemplify AWAGs agreed values and standards of behavior
- Presides at the Annual Leadership & Training Seminar
- Represent AWAG publicly and to partner organizations
- Coordinate final review of contracts, reports, and official documents

ONGOING TASKS:

- Monthly board meetings
- Review contracts and updates
- Support Area Seminar planning
- Annual Seminar leadership

VICE CHAIRPERSON

The Vice Chairperson supports the Chair and manages board logistics and registration. They ensure smooth operations, communication, and documentation for events and meetings.

CORE RESPONSIBILITIES:

- Manage board communication workflows
- Lead Summer, Winter, and Spring board logistics
- Set up event registrations and seminar forms
- Edelweiss Lodge & Resort team liaison
- Selects the Executive Board, Area Representatives and secondary duties, Community Representatives, and Community Support Volunteers based on experience, interest and previous training.
- Oversee executive team and all board operations
- Leads all board meetings, oversees the agenda and ensures that:
 - business is dealt with effectively and efficiently
 - decisions are consistent with AWAGs purpose and values
 - all board members participate in deliberations so that the benefit of each member's perspectives can be shared and considered
 - actionable items set in previous board meetings are completed
 - the quality, sufficiency and relevance of board meeting minutes
- Exemplify AWAGs agreed values and standards of behavior
- Represent AWAG publicly and to partner organizations
- Coordinate final review of contracts, reports, and official documents

ONGOING TASKS:

- Monthly communications and reminders
- Oversee registration platforms
- Serve as backup to Chair as needed

SECRETARY/PARLIMENTARIAN

The Executive Secretary maintains records, takes board minutes, ensures governance compliance, and organizes documentation.

CORE RESPONSIBILITIES:

- Record board minutes and distribute in a timely manner
- Track board decisions and votes
- Maintain organizational documents, contracts, and governance records
- Monitor submission of monthly board reports and keep drive updated
- Collaborate with Chair and Vice Chair to prepare and send agendas
- Ensure all business adheres to the Constitution, Bylaws, and parliamentary procedures
- Have a working knowledge of Robert's Rules of Order, particularly how parliamentary procedure relates to the working of a small board and provide training to the Board during the Summer Board Meeting
- Prepare, disseminate, and file updates to AWAG's governing documents
- Maintain a master copy of rosters, agendas, and reports
- Archive and track historical records (past Chairpersons, Keynote Speakers, themes)
- Submit required documents to the Organization Approving Authority
- Maintain accountability records for AWAG equipment and storage locations
- Set up, maintain, and tear down the Board Room for meetings
- Organize consistent documentation and communication through Google Drive and Meets
- Coordinate and maintain the Annual Seminar Ballroom schedule and Podium Book

ONGOING TASKS:

- Maintain official records and archives
- Lead documentation consistency and compliance
- Support governance and board training*
- Meeting minutes
- Governance reference organization
- Monthly report collection

CHIEF FINANCIAL OFFICER (CFO)

The CFO manages AWAG's budget, financial reporting, and reimbursements.

CORE RESPONSIBILITIES:

- Secondary custodian for all AWAG funds (Chair is custodian)
- Use sound accounting principles and procedures, while serving as financial advisor to the Chair and Vice Chair
- Keep all Board members apprised of significant fiduciary matters and advise on financial options and impacts of planned or executed AWAG actions
- Prepare the Annual Leadership & Training Seminar Budget for Approval at the Summer Board; and update as necessary throughout the year
- Has the authority to disburse funds according to the budget approved by the Board
- Prepare quarterly and final financial statements for Board review and approval
- Ensure they and other Board members are bonded as prescribed by the approving authority
- Ensure AWAG is appropriately insured as prescribed by the approving authority
- Coordinate with Registration to oversee the collection of organization registration funds
- Coordinate with the Corporate Relations Director to oversee the collection of corporate contributions, and ensure proper receipts are provided
- Coordinate with the Outreach Chair to oversee the collection of welfare contributions and ensure appropriate receipts are provided
- Assist with Seminar Assistants (SAs) at the Annual Leadership & Training Seminar to receive/distribute any reimbursements required
- Ensure timely payment for the Annual Leadership & Training Seminar invoice and audit
- File IRS documents as needed for taxes to ensure compliance with 501(c)3 status.

ONGOING TASKS:

- Reimbursement processing
- Budget updates
- Support Area Seminar and Annual financial planning
- Monthly financial updates and budget monitoring

PROGRAM DIRECTOR

The Program Director leads the development and execution of the Annual Leadership & Training Seminar content. This includes recruiting speakers, developing workshop tracks, managing session logistics, and ensuring the event reflects AWAG's mission and values.

CORE RESPONSIBILITIES:

- Travel to all Area/Community Seminars as allowed in the budget to review speakers from each location for potential invites to the Annual Leadership & Training Seminar
- Act as the liaison between speakers and the Board Leadership & Training Seminar
- Collaborate with the Chair, Vice, and Advisors to recruit and select speakers for the Annual Leadership & Training Seminar, including general and keynote speakers
- Work with the Speakers to ensure the highest quality instruction, clear and concise class descriptions, and relevant titles
- Prepare and disseminate the class schedule, speaker list, and class descriptions
- Coordinate with Operations and PR Directors to align seminar messaging and logistics
- Serve as point of contact for all speaker-related communication
- Collect speaker bios, photos, and presentation needs
- Build and maintain the seminar session catalog and presenter database
- Coordinate speaker arrival and travel data, work with Registration Team and Vice
- Respond to speaker needs and questions
- Train classroom Seminar Assistants (SA's) for the Annual Leadership & Training Seminar
- Provide a summary of evaluations to each speaker within two weeks of Annual Seminar

ONGOING TASKS:

- Monthly progress updates
- Review speaker applications, session proposals, and recommendations
- Assist with Whova platform and content entry
- Conduct speaker follow-ups and feedback collection

OPERATIONS DIRECTOR

The Operations Director is responsible for the planning and execution of all logistical aspects of the Annual Leadership & Training Seminar. This includes overseeing venue arrangements, check-in setup, seminar flow, décor, ambiance, Seminar Assistant coordination, and special event support. The role ensures that the event runs efficiently, safely, and professionally while creating an inviting and cohesive experience for attendees.

CORE RESPONSIBILITIES:

- Lead overall seminar operations, including layout, flow, directional signage, and logistics
- Oversee seminar venue coordination: meeting spaces, equipment, meals, tech needs
- Oversee décor and ambiance for all major seminar spaces (check-in, ballroom, sponsor spaces, and breakout rooms)
- Manage event theme implementation through visual design and materials
- Ensure setup and teardown of all seminar installations and support spaces
- Track and maintain physical inventory, equipment, supplies, and décor across locations
- Coordinate Monday Night Activities, Executive Dinner, and additional special events
- Recruit, train, schedule, and manage Seminar Assistants (SAs)
- Manage logistics and assignments for SAs
- Coordinate transportation, meals, and schedules for SAs
- Manage Ways & Means logistics (purchase coordination, setup)

ONGOING TASKS:

- Coordination with BOG- especially corporate, chair, and vice for décor needs
- Update and track inventory and supply needs
- Hold regular logistics meetings with support chairs and directors
- Support Seminar Assistants during the event

PUBLIC RELATIONS DIRECTOR

The Public Relations (PR) Director is responsible for shaping and communicating the public image of AWAG through digital, print, and social platforms. This role manages all internal and external communications, social media, website updates, press materials, and brand standards. The PR Director ensures consistent messaging and visual identity across all platforms and supports event promotion, including seminar marketing.

CORE RESPONSIBILITIES:

- Plan, develop, and implement AWAG Public Relations strategies
- Liaison for all media and contact person for all press
- Oversee PR calendar and branding alignment with AWAG's mission and values
 - Responsible for the overall graphic interpretation of the theme/motto and will create the images used throughout the year, with input from the Chair
 - Develop and schedule regular social media content across platforms (Facebook, Instagram, LinkedIn, etc.) to keep up engagement
 - Design promotional and print materials (flyers, graphics, programs, signage) for all events such as area seminar registration, area seminars, annual registration, annual seminar, theme nights, monday night, speaker highlights, seminar agenda, etc.
 - Develop and coordinate publicity for Area Seminars, assisting Area/Community Reps with seminar promotion as needed, and manage the use of Area Brand Kits
- Provide public-facing communication, ie press releases, newsletters, and event recaps
- Create and distribute promotional tool kits and templates for all BOG members
- Maintain and update information on the organization's website, including board bios, updates, seminar information, and announcements
- Document events and archive photos, quotes, and content for future use
- Provide all board members with any electronic or internet systems ensuring access, training, and updating

ONGOING TASKS:

- Weekly social media posting and engagement
- Monthly updates to website and digital assets
- Coordination with board for timely promotion of programs and initiatives
- Support for Area and Annual Seminar promotional efforts

OUTREACH DIRECTOR

The Outreach & Partnerships Director builds and sustains strategic relationships that support AWAG's mission. This includes identifying grant opportunities, securing donations, connecting and collaborating with community partners, and supporting fundraising initiatives such as the Legacy Fund and alumni groups. Takes on Corporate Relations Director duties should that role be vacant. This role serves as the primary connector between AWAG and external outreach stakeholders.

CORE RESPONSIBILITIES:

- Serve as point of contact for outreach contributors, donors, and grantors
- Cultivate and maintain relationships with military community leaders, private organizations, other non-profits, businesses, and AWAG alumni
- Work with the Chair and Corporate Director to update the Contributor Packet and Levels of Giving Tiers to provide potential contributors
- Handles grant requests for in person boards, area seminars, and annual
- Communicate regularly with PR to ensure appropriate sponsor recognition across platforms, collect and disseminate corporate preferences and logos as necessary
- Track partnership tiers, deliverables, and fulfillment (e.g., tables, signage, speaking)
- Coordinate logistics for community partner presence at Areas and/or Annual Seminar
 - Assist with partner materials, signage, giveaway items, and swag
 - Coordinate partners' arrival, answer questions, handle base access
 - Support BOG and Reps in the integration of Community Partners
 - Collaborate with chair to ensure contributors are honored and thanked
- Work with Operations to execute lunch "outreach spotlight"
- Oversee legacy fund donation requests, work with PR and alumni to revitalize initiative
- Work directly with the Chief Financial Officer to ensure the accounting of money
- Maintain database of contacts and communication timelines

ONGOING TASKS:

- Outreach to prospective partners and donors
- Maintain tracking sheets for sponsor/donor engagement
- Support Community Partner logistics and communication

CORPORATE RELATIONS DIRECTOR

The Corporate Relations Director works closely with the Outreach & Partnerships Director to support AWAG's fundraising and sponsorship efforts. This role manages direct relationships with sponsors and vendors, ensures accurate recordkeeping, and handles logistical and promotional coordination related to sponsor benefits. Corporate Relations oversees the Annual Scholarship selection committee and works closely with Operations to bring Corporate Night's theme to life.

CORE RESPONSIBILITIES:

- Serve as point of contact for corporate sponsors and vendor participants
- Work with the Chair and Outreach Director to update the Contributor Packet and Levels of Giving Tiers to provide potential contributors
- Direct Board on procedures & best practices in solicitation of support for the Annual Leadership & Training Seminar in the form of financial contributions and in-kind gifts
- Communicate regularly with PR to ensure appropriate sponsor recognition across platforms, collect and disseminate corporate preferences and logos as necessary
- Track sponsorship tiers, deliverables, and fulfillment (e.g., tables, signage, speaking)
- Coordinate logistics for sponsor presence and promotion at Area Seminars/Annual
 - Assist with sponsor materials, signage, giveaway items, and swag
 - Coordinate contributors arrival, answer questions, handle base access
 - Collaborate with chair to ensure contributors are honored and thanked
 - Work with Operations to execute "Corporate Night" sponsor event and to train Seminar Assistants (SAs) in supporting corporate contributors (class, decor, etc)
- Work directly with the Chief Financial Officer to ensure the accounting of money
- Oversee Annual Scholarship Committee and scholarship recipient selection process
- Maintain database of contacts and communication timelines

ONGOING TASKS:

- Prepare and disseminate corporate contributor status/amounts/updates
- Maintain sponsor/vendor spreadsheets and documentation
- Ensure timely fulfillment of sponsor agreements and recognition

ADVISOR(S)

Advisors serves as a non-voting member of the Board of Governors and provides continuity, wisdom, and support to AWAG's leadership team. With experience in AWAG operations and board governance, the Advisor offers historical perspective, organizational insight, and mentorship to board members. Advisors help foster a cohesive, collaborative board and assist the Chair and Vice in creating BOG morale throughout the board year.

CORE RESPONSIBILITIES:

- Serve as a sounding board for the Chair and Vice Chair
- Provide historical context and institutional memory during decision-making
- Support smooth board transitions by offering guidance to incoming members
- Attend board meetings when needed to observe, support, or provide feedback
- Review and provide feedback on policy, procedures, or strategic planning as requested
- When requested, serves as point of contact for high-level communication, tdy/duty input, and military community requests
- Oversees election process alongside Parliamentarian

ONGOING TASKS:

- Participate in calls or meetings when input is requested
- Provide optional mentorship to board members in new roles
- Support AWAG's long-term vision and legacy through continuity and perspective

AREA REPRESENTATIVES

Area Representatives serve as a bridge between AWAG leadership and their local military communities. They are responsible for planning and executing an Area Seminar in the fall, recruiting, managing, and mentoring Community Support Volunteers and Area Seminar Assistants, promoting AWAG's mission at the regional level, and executing any secondary duties as assigned. Some Area Reps may also serve in a regional oversight capacity for multiple local community representatives.

CORE RESPONSIBILITIES:

- Represent, promote, and educate your military community about AWAG and the Seminars
- Liaison for community and BOG. Work closely with the military community, all local organizations, (Community Club, Red Cross, PTO/PTAs, SGM Orgs, etc.), Military Commands (FRGS, KSL programs), NAF Organizations (ACS, M&FRC, MWR)
- Plan and lead an Area Seminar that aligns with AWAG's leadership development goals
 - Form a committee from the above partners in order to organize, raise funds, promote, and execute an AWAG Area Seminar between September and November
 - Recruit Community Support Volunteers, SAs, and adjunct support as needed
 - Coordinate with speakers, venues, and community stakeholders
- Promote Area Seminar and AWAG locally and through AWAG's digital platforms
- Maintain the social media account of my area in collaboration with PR Director and other community reps in the same area
- Mentor and support Community Representatives in assigned area(s)
- Submit monthly reports and an After Action Report (AAR) following the seminar
- Communicate regularly with Executive Board and local partners
- May hold a secondary position for the Annual Seminar, assigned by the Chair and Vice

ONGOING TASKS:

- Help amplify AWAG programs and news locally
- Submit monthly updates and seminar reports, maintain budget
- Represent AWAG at local community events or meetings when possible
- Help identify volunteers or leaders who would benefit from AWAG involvement
- Collaborate with other area reps, community reps, and volunteers for support

COMMUNITY REPRESENTATIVES

Community Representatives champion AWAG's mission at the local level by serving as AWAG ambassadors within their military installation or region. They promote leadership development opportunities, foster connections, and share AWAG resources with their immediate community, supported by an Area Rep when possible.

Community Rep is a non-traveling role focused on local engagement and outreach. BOG obligation culminates with the execution of their Area Seminar in the fall, though reps are welcome and encouraged to continue connecting AWAG to their community in the run up to annual! Community Reps receive priority consideration for Annual Seminar Assistant.

CORE RESPONSIBILITIES:

- Represent, promote, and educate your military community about AWAG and the Seminars
- Work closely with the military community, all local organizations, (Community Club, Red Cross, PTO/PTAs, SGM Orgs, etc.), Military Commands (FRGS, KSL programs), NAF Organizations (ACS, M&FRC, MWR), and Area Representatives
- Plan and lead an Area Seminar that aligns with AWAG's leadership development goals
 - Form a committee from the above partners in order to organize, raise funds, promote, and execute an AWAG Area Seminar between September and November
 - Recruit Community Support Volunteers, SAs, and adjunct support as needed
 - Coordinate with speakers, venues, and community stakeholders
- Promote Area Seminar and AWAG locally and through AWAG's digital platforms
- Support the Area Representative and PR Director with maintaining social media accounts
- Submit monthly reports and an After Action Report (AAR) following the seminar
- Communicate regularly with Executive Board and local partners

ONGOING TASKS:

- Help amplify AWAG programs and news locally
- Submit monthly updates and seminar reports, maintain budget
- Represent AWAG at local community events or meetings when possible
- Help identify volunteers or leaders who would benefit from AWAG involvement
- Collaborate with other area reps, community reps, and volunteers for support

COMMUNITY VOLUNTEERS

Community Support Volunteers (CSVs) and Adjunct Roles provide flexible, on-the-ground support to AWAG's mission without requiring board membership or travel. These roles assist Area and Community Representatives by supporting planning, promotion, and local coordination efforts. CSVs are essential to seminar execution and community outreach but do not hold official board positions. Both are eligible for priority Seminar Assistant consideration.

COMMUNITY SUPPORT VOLUNTEERS

Support Area and Community Representatives with seminar tasks and logistics

- Act as area and community "seminar assistants"
- Assist with outreach, promotion, and community engagement activities
- Provide volunteer support during Area Seminars and other local events
- Participate in community events, alumni connection, or logistical preparation as needed

ADJUNCT VOLUNTEERS

These may be assigned to fill temporary, virtual, or event-based needs. Adjunct roles are created/invited by their respective Executive Directors with Chair and Vice approval. Adjunct volunteers do not hold official titles or positions, do not attend meetings, and do not travel.

Examples of possible adjunct tasks include.

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|----------------------|----------------------|-----------------------|-------------------|
| • Website | • Outreach/Grants | • Decor | • Photography |
| • Graphic Design | • Community Partners | • Ways & Means | • Virtual Program |
| • Monthly Newsletter | • Scholarships | • Speaker Coordinator | • Tech |
| • Print Design | • Alumni Relations | • Monday Activities | • Registration |

