

## **Association for Women in Science Gulf Coast Houston**

### **Officer Position Descriptions**

#### **2018-2019 Call for Officer Nominations**

### **Duties of Officers**

#### **President**

The President shall coordinate the business of the Chapter; call and preside at all Executive Board meetings; prepare business meeting agendas; serve as an ex officio member of all Committees such that this officer be well-informed of the operations of each Committee; designate representatives of AWIS GCH to other organizations or events; prepare the yearly National AWIS Chapter Activities report; oversee submission of the AWIS GCH Annual Report to National AWIS; appoint or confirm persons to non-elected positions within the Chapter with approval of a majority of the Executive Board (e.g. committee chairs and representatives to other organizations); act as a liaison or appoint a member in good standing to serve as the Chapter's liaison for AWIS GCH to National AWIS; receive and respond to communications from National AWIS (which appointed liaison will keep the President apprised of her/his communications with National AWIS); perform other duties incident to the office as required by the Constitution and Bylaws or by the Executive Board; and represent or designate a representative of AWIS GCH at national meetings when such attendance is authorized by the Executive Board.

#### **Vice President**

The Vice President shall assume primary responsibility for coordinating the program-related activities of the Chapter. Such activities include, but are not necessarily limited to, award ceremonies, panel discussions, educational activities, and networking events hosted or supported by the Chapter. While the Vice President or a Committee Chairperson/Member may first initiate the organizing of activities, the Vice President might take either a leading or supporting role in their execution. However, it remains the responsibility of the Vice President ultimately to oversee the success of all activities in that they achieve the goals of the Chapter and provide benefit for the Chapter members. In achieving these aims, this officer shall assist the Committee Chairpersons and their respective Committees when needed in coordinating events falling in the domains of fundraising, the Outstanding Women In Science Seminar Series, career development, community outreach (such as educational and service programs), and other special programs. The form of such assistance may vary depending on the specific event (e.g. size and type) and the needs of Committee(s) involved its execution. The Vice President shall also be in charge of compiling the Annual Activity report that is due at the end of September each year, organizing networking events, if possible monthly, and ensuring their success by being creative and engaging with the community.

#### **Membership Chairperson**

The Membership Chairperson shall assume primary responsibility for managing the list of members of AWIS GCH, sending membership confirmation email to newly joined members (within 3 business days of membership dues payment), providing current member contact information as needed; publishing a Chapter membership directory; providing to members on request a copy of Constitution and Bylaws of the Chapter; initiating activities aimed at recruiting new Chapter members; and providing information on the Chapter's goals, activities, and membership to non-members upon request. The Membership Chairperson shall assume the primary responsibility of sending the AWIS GCH monthly calendar, event/activities-related emails (announcements and reminders) to the AWIS GCH membership listserv; of recruiting

members at major AWIS GCH events (OWIS and career development workshops). The most current membership list (only to be edited by the Membership Chairperson) is to be kept at a location in a Shared Google Drive that can be accessed by all Executive Board members.

### **Secretary**

The Secretary shall assume primary responsibility for recording the activities of the Executive Board and the Chapter; prepare minutes of Executive Board meetings; and prepare other reports as requested by National AWIS. The Secretary shall keep and distribute minutes of the Executive Board meetings and Committee meetings and store them in the Chapter electronic database and maintain current and past Executive Board and Committee Chair Contact list on at least a quarterly basis.

### **Treasurer**

The Treasurer shall assume primary responsibility for conducting the financial business of AWIS GCH, including bank transactions, tax issues, and preparing financial statements annually, or at the request of the Executive Board. The Treasurer shall a) receive all Chapter dues, donations, and other income; keep these monies in an authorized and insured financial institution; and disburse all monies to be paid by AWIS GCH; b) maintain the financial records of AWIS GCH, the Chapter's non-profits status and ensure that insurance (if applicable) is updated annually; c) prepare and present a financial report bi-annually to the Executive Board, annually to National AWIS, and upon request to the membership and sponsors; d) oversee completion of appropriate federal and state tax documents in compliance with National AWIS; e) prepare annual budget by February of each year; f) provide reimbursements to Chapter members who incur approved expenses for Chapter business; g) collect mail from the AWIS GCH mailbox or designate a member in good standing to perform this task; and h) perform other duties incident to the position as required by the Constitution and Bylaws or by the Executive Board. The Treasurer will maintain responsibility and possession of the AWIS GCH debit card. The Treasurer may serve up to a 2-year term, with reappointment for a second term by a simple majority vote of the Executive Board at the end of the first year of the term.

### **Public Relations Chairperson**

The Public Relations Committee Chairperson shall assume primary responsibility for organizing, editing, publishing, and distributing the AWIS GCH Newsletter to all dues paying members and others at the discretion of the Executive Board at regular intervals as determined by the Executive Board, obtaining review by the President or delegate(s) of the President prior to publication, and publicizing all meetings and events of the Chapter by any means available to Chapter members including the newsletter.

### **Social Media and Website Chairperson**

The Social Media and Website Committee Chairperson shall assume responsibility for maintaining the Chapter website ([www.awisgch.org](http://www.awisgch.org)) and ensuring it is updated with Chapter events and other items as determined by the Executive Board. The Social Media and Website Committee Chairperson is also responsible for promoting the Chapter and Chapter events on all social media accounts (Facebook, Twitter, Meetup, and LinkedIn) and posting content on a regular basis that is in line with the goals of the Chapter. Any major website modifications or new social media accounts will be approved by a simple majority vote of the Executive Board. The Social Media and Website Committee Chairperson may serve up to a 2-year term, with reappointment for a second term by a simple majority vote of the Executive Board at the end of the first year of the term.

**Career Development Chairperson**

The Career Development Chairperson shall be responsible for planning and implementing programs aimed at encouraging young women to enter STEM careers, and programs aimed at the retention and at supporting those who currently hold STEM careers. Such programs should be geared specifically to target populations including elementary, middle, and high schools, undergraduates, and graduate students, as well as junior and senior faculty (based on the needs of current membership).

**Fundraising Chairperson**

The Fundraising Chairperson shall raise sufficient funds to support an annual budget that includes, at a minimum, any scholarships to be awarded by the Chapter and operating expenses that come in excess over Chapter income from membership dues. This officer shall maintain relationships with local sponsors, both corporate and individual, and ensure appropriate recognition of sponsors on materials distributed by the Chapter (e.g. newsletters, marketing materials) by obtaining relevant information from the sponsors (e.g. organizational logos, approved verbiage, or descriptions). It is also the responsibility of this officer to maintain regular contact with sponsors through direct communications following the provision of their donations to report the Chapter's achievements that were made possible by sponsors' support.

**Outstanding Women in Science Chairperson**

The Outstanding Women in Science Seminar Series Chairperson shall be responsible for hosting regular events that honor distinguished women in science. The honoree shall give a presentation at the seminar explaining their work, any hurdles they encountered as a woman in science, and advice for women in the STEM field. This event is open to current and aspiring AWIS GCH members. Following the presentation, an optional question and answer session and networking opportunity could be held.

**Scholarship Chairperson**

The Scholarship Chairperson shall define the criteria for the scholarship applicants (with approval from the Executive Board), solicit applications, and select an appropriate application review Committee (with approval from the Executive Board) who shall select the winners based on established criteria.

**Community Outreach Chairperson**

The Community Outreach Chairperson shall be responsible for community service activities. This includes forging and maintaining relationships with charities in the Gulf Coast Houston geographic region whose missions may involve the support of females, STEM careers, or related issues.