



WomenNC Job Descriptions

May 28, 2014

Board of Directors

President: The President shall be the principal executive officer of the Corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Corporation. He/She shall, when present preside at all meetings of the Board of Directors (in the absence of an appointed Chairman of the Board). He/She shall sign, with the Secretary, an Assistant Secretary, or other proper officer of the Corporation there unto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed; and in general he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall annually appoint a Nominating Committee to contact and recommend new Board and committee members for the organization.

Vice-President: In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice-President in the order of their length of service as such, unless otherwise determined by the Board of Directors, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. A Vice-President shall perform such other duties as from time to time may be prescribed by the President or Board of Directors. The Vice-President, at the request of the President, shall serve as Chair of the Board of Directors, prepare Board agendas, ensure meeting space and meeting notices are submitted, ensure that regular reports of Board members are submitted as required, provide Board training as needed, serve on the Administration Committee, share management of the Board Committees with the President to ensure completion of the Strategic Plan and annual work plans, and serve as an official representative of the organization, as needed.

Secretary: The Secretary shall: (a) compose and keep the minutes of the meetings of the Board of Directors, and maintain those with minutes provided by all committees in an online location, making it accessible to all Board members; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) chair the Administration Committee, and maintain and authenticate the records of the Corporation and be custodian of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents the execution of which on behalf of the Corporation under its seal is duly authorized; (d) attest the signature or certify the incumbency or signature of any officer of the Corporation; (e) and, in general perform all duties incident to the office of Secretary and such other duties as from time to time may be prescribed by the Board of Directors.

WomenNC

North Carolina Committee for CEDAW/CSW

<http://www.womennc.org>



Specific Tasks of the Administration Committee:

- Manage and conduct regular Board Meetings (venue, food, minutes)
- Maintain WNC legal documents in place and accessible for Board members, to include: D&O insurance document, Bylaws, Board Job Descriptions, List of Board of Directors and Advisers with updated contact information, Group Email lists, Letterhead, Business cards for Board of Directors and WNC Fellows.

Assistant Secretaries: In the absence of the Secretary or in the event of his/her death, inability or refusal to act, the Assistant Secretaries in the order of their length of service as Assistant secretary, unless otherwise determined by the Board of Directors, shall perform the duties of the Secretary, and when so acting shall have all the powers of and be subject to all the restrictions upon the Secretary. They shall perform such other duties as may be prescribed by the Secretary, by the President, or by the Board of Directors. Any Assistant Secretary may sign, with the President or a Vice-President, certificates for shares of the Corporation. The Board of Directors may choose not to designate or elect Assistant Secretaries.

Treasurer: The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such depositories as shall be selected in accordance with the provisions of Section 4 of Article VI of these bylaws; (b) provide monthly financial reports to the Board of Directors and file these with the Secretary; (c) minimize risks by following policies for reimbursement and dual signatures on checks as required in bylaws; (d) pay bills of the organization in a timely manner, including the required signatures according to bylaws and banking entity; (e) maintain appropriate accounting records as required by law and to maintain 501(c)3 status; (f) prepare, or cause to be prepared, annual financial statements of the Corporation that include a balance sheet as of the end of the fiscal year and an income and cash flow statement for that year; (g) initiate annual reviews or audits as directed by the Board of Directors, and ensure completion of required tax forms; (h) prepare first draft of annual budget for Board review and approval, based on proposed budgets submitted by committees, and notify Board of any needed revisions to approved budget during the year; (i) and in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be prescribed by the Board of Directors.

Assistant Treasurers: The Assistant Treasurer shall coordinate with and support the Treasurer by sending electronic or postal acknowledgements of all donations of any size, in the form of “thank you” letters that donors can use for tax purposes. The Assistant Treasurer shall assist the Treasurer with annual budget preparation and review the monthly and annual Treasurer’s reports to the Board of Directors, and assist the Treasurer in their preparation, as needed. In the absence of the Treasurer or in the event of his/her death, inability or refusal to act, the Assistant Treasurers in the order of their length of service as such, unless otherwise determined by the Board of Directors, shall perform the duties of the Treasurer, and when so acting shall have all the powers of and be subject to all

WomenNC

North Carolina Committee for CEDAW/CSW

<http://www.womennc.org>



the restrictions upon the Treasurer. They shall perform such other duties as may be prescribed by the Treasurer, by the President, or by the Board of Directors.

Specific Tasks of Treasurer:

- Provide in-kind donation forms to WomenNC Volunteers to document hours; keep written record of these volunteer hours, provide these on a regular basis to the Fund Development Committee for use in grant writing.
- Maintain close communication with the Fund Development Committee

Advocacy & Outreach Committee Chair: To manage and coordinate the specific tasks assigned to the Advocacy & Outreach Committee, and to recruit new members to help carry out the Advocacy & Outreach Committee Annual Work Plan, prepared at the beginning of each year by the Chair and committee members. The Chair will represent the Committee on the WomenNC Board of Directors, and appoint a member of the committee to attend Board Meetings that the Chair is unable to attend.

Specific Tasks of Advocacy and Outreach Committee include:

- Implement and Manage Speakers' Bureau for WomenNC.
- Write press releases as needed, related to advocacy efforts.
- Mobilize WNC volunteers for NC Moral Monday events, if included in work plan.
- Coordinate CEDAW activities with national efforts.
- Recruit WNC volunteers through the volunteer match website and university partners; correspond with those volunteers as needed to include them in WNC events and programs, and match their interests to WNC committee needs.

CSW Fellowship Chair: To manage and coordinate the specific tasks assigned to the CSW Fellowship Committee, and to recruit new members to help carry out the CSW Fellowship Committee Annual Work Plan, prepared at the beginning of each year by the Chair and committee members. The Chair will represent the Committee on the WomenNC Board of Directors, and appoint a member of the committee to attend Board Meetings that the Chair is unable to attend.

The Committee on the Status of Women Fellowship Committee (herein referred to as CSW Fellowship Committee) shall: (a) communicate with the Universities in North Carolina to recruit students to participate in the yearly WomenNC Fellowship program (which provides leadership training to university students, culminating in a trip to the annual United Nations' Conference on the Status of Women, with follow-up reports on their experiences to their communities); (b) plan and implement selection of the student Fellows in cooperation with other Board members; (c) plan and implement the five Leadership Training Workshops for the Fellows, (d) recruit and train mentors for the Fellows (e) make all arrangements for Fellows and chaperones to attend the annual CSW Conference in New York City in March each year, (f) coordinate with Advocacy and Outreach Committee to provide speaking engagements for Fellows after their return from CSW, and (g) such other duties as from time to time may be prescribed by the Board of Directors.



Specific Tasks of CSW Fellowship Committee include:

- Implement and Manage Fellows Alumni Group, by contacting alumni, maintaining up-to-date contact information, and community impact, as well as recruitment for Speakers' Bureau.
- Review and edit CSW existing documents and timeline by August each year.
- Update the NC universities' contact list (name, email, phone number) in order to send out Fellows applications by September 1 each year.
- Develop plan for Leadership Training Workshops by August 1st each year (location, food, detailed agendas).
- Upload the Fellows applications to WNC website by August 15 each year.
- Contact the universities to promote the applications by sending them the promotional flier, via email.
- Collect Fellows applications as they are returned by _____ deadline.
- Meet with Committee and Board members to select finalists.
- Organize interview session (including Board of Directors) to determine the finalists.
- Contact the references listed in the applications of the finalists.
- Create list of potential research topics for the Fellows.
- Recruit and train potential mentors for each Fellow, selecting those most qualified, and likely to support Fellows research and leadership training needs.
- Create a list of all the Fellows and Mentors, with complete contact information; forward this to PR committee for announcement of Fellows in weekly/monthly communications.
- Establish the Fellows and mentors weblog site.
- Provide timely (minimum of one week in advance) reminders to Fellows and Mentors for the upcoming deadlines and events.
- Assist Fellows to find appropriate local partner organizations for their research.
- Remind Mentors to provide bi-weekly feedback to Fellows.
- Ensure that Fellows and Mentors are meeting target deadlines for blogs, research papers, meetings with partner organizations, etc.
- Plan one or more presentation practice sessions for the Fellows prior to CSW trip.
- Register the WNC Fellows team for CSW.
- Book flights and hotels in New York for CSW.
- Determine the chaperons for the NY trip.
- Plan a final workshop and presentation practice in NY, prior to the Fellows CSW workshop presentation to NGO's in attendance.
- Evaluate the Fellows performance in NY.
- Coordinate with Advocacy & Outreach Committee and Events Committee to organize the post CSW events for the Fellows.

Events Committee Chair: To manage and coordinate the specific tasks assigned to the Events Committee, and to recruit new members to help carry out the Events Committee Annual Work Plan, prepared at the beginning of each year by the Chair and committee members. The Chair will represent the Committee on the WomenNC Board of Directors,

WomenNC

North Carolina Committee for CEDAW/CSW

<http://www.womennc.org>



and appoint a member of the committee to attend Board Meetings that the Chair is unable to attend.

Specific Tasks of Events Committee include:

- Plan and implement two annual events (budget, invitations, guest list, RSVP system, logistics, program outline/agenda): 1) Local to Global Dinner, Fellows presentation, and Fundraiser in February; 2) April Symposium Global to Local, Fellows reflections on CSW trip.)
- Optional Event (NOT a fundraiser) is 3) Celebration of Success and Looking Forward Reception for WNC Board, Advisors, Fellows, Partners, in May-June. (no outside organizations invited)

WNC local to Global fund raising event: (February)

This is the most important event and public appearance for WNC. (planning should begin in July each year) All Board members and committee support this effort.

Requirements:

- Venue (NCSU Hunt Library)
- Budget—determine criteria for VERY limited complimentary tickets, ie Fellows, outside speakers, and sponsors over \$1000.
- Reception/ Dinner
- Tickets, RSVP, Registration (website?)
- Program/Agenda (give Fellows minimum of 10 minutes each)
- Sponsorship, Fundraising
- Decorations, Photography, AV, Filming
- Press release, Media, Flier, website

April Symposium: (April)

This free event is for Fellows to present their reflections on CSW trip to a local audience.

Requirements:

- Venue (UNC Global FedEx Center, Nelson Mandela Auditorium)
- Budget
- Reception
- Program (give Fellows minimum of 10 minutes each)
- Flier
- AV, Photo, Film

Fund Development Chair: To manage and coordinate the specific tasks assigned to the Fund Development Committee, and to recruit new members to help carry out the Fund Development Committee Annual Work Plan, prepared at the beginning of each year by the Chair and committee members. The Chair will represent the Committee on the WomenNC Board of Directors, and appoint a member of the committee to attend Board Meetings that the Chair is unable to attend.

Specific Tasks of Fund Development Committee include:

WomenNC

North Carolina Committee for CEDAW/CSW

<http://www.womennc.org>



- Develop annual strategy for fund raising with a specific \$\$ goal stated in WNC annual budget.
- Research potential funders and foundations, to include their funding focus area and application deadlines—report this in spreadsheet format for easy reference.
- Make a similar spreadsheet format for any grants received, in order to track deliverables and reporting dates.
- Coordinate with Treasurer to keep updated donor list for programs and scholarships, as well as Carolyn King Fund, and other designated funds.
- Coordinate with Treasurer to keep updated list of WNC event sponsors.
- Prepare effective standard narratives about WNC that can be “plugged into” a variety of grant application formats.
- Prepare a standardized program budget that can be “plugged into” a variety of grant application formats..
- Send appeal letter to Carolyn King donors in October each year in honor of Carolyn’s birthday.
- Meet prospective individual and foundation donors in person, as appropriate, to request donations.
- Narrowly target prospective grant opportunities in order to most efficiently use volunteer time. Ensure that targeted donor or foundation actually funds leadership development for university students working on women’s equality.

Definitions: (these definitions to be reviewed and updated annually by Board)

Donor — a person, organization, or group that donates funds or in-kind services, in any amount to WomenNC, during a fiscal year.

Friend — a person, organization, or group that donates funds up to \$250 to WomenNC, during a fiscal year.

Supporter — a person, organization, or group that donates funds of \$250 -\$1000 to WomenNC, during a fiscal year.

Sponsor --- a person, organization, or group that donates funds over \$1000 to WomenNC, during a fiscal year. Sponsors may be given different designations for different levels of financial support over \$1000.

Partnerships Chair: To manage and coordinate the specific tasks assigned to the Partnerships Committee, and to recruit new members to help carry out the Partnerships Committee Annual Work Plan, prepared at the beginning of each year by the Chair and committee members. The Chair will represent the Committee on the WomenNC Board of Directors, and appoint a member of the committee to attend Board Meetings that the Chair is unable to attend.

Specific Tasks of Partnerships Committee include:

- Create and maintain an updated list of all Universities (and contact individuals) in NC that could serve as a source of WNC Fellows applicants.
- Target at least three university contacts annually to visit and approach in order to establish a Partnership as described below (use the UNC Global Partnership award as a model).

WomenNC

North Carolina Committee for CEDAW/CSW

<http://www.womennc.org>



- Target at least one individual or group contact annually to visit and approach in order to establish a fully-funded Fellowship, using the Carolyn King award as a model.
- Maintain regular communication with each Partnership organization or contact person throughout the year.
- Coordinate with the PR Committee to ensure that Partnerships contacts are included on the various WNC lists to receive regular communication and event notices.
- Update each Partnership annually, including an updated written agreement.
- Provide to each Partnership contact (and prospective contact) emailed communications and invitations to WNC events where they can see the results of their Partnership funds.
- Write an end-of-year thank you note on WNC letterhead to each Partnership contact to thank them for their support of the WNC Fellowship program.

Definitions:

Partnership—a written agreement with an individual, organization or university entity that funds at least one full WNC Fellowship, annually.

Public Relations Chair: To manage and coordinate the specific tasks assigned to the Public Relations Committee, and to recruit new members to help carry out the Public Relations Committee Annual Work Plan, prepared at the beginning of each year by the Chair and committee members. The Chair will represent the Committee on the WomenNC Board of Directors, and appoint a member of the committee to attend Board Meetings that the Chair is unable to attend.

The Public Relations Committee shall: (a) communicate or write any press related information that the organization might need in order to inform the general public about an event or the organization and follow up with phone calls to media contacts; (b) communicate with or write to any media organizations that could inform the general public about an event or the organization; (c) coordinate with other committees to help complete their public relations needs of fliers, invitations, programs, etc.; (d) compile and maintain contact lists of Media, Board Members, Advisors, Volunteers, donors and others to receive regular communication from WNC; (e) maintain and manage the WNC website (with contractor assistance, as needed and approved by the Board of Directors); (f) and such other duties as from time to time may be prescribed by the Board of Directors.

Specific Tasks of the Public Relations Committee include:

- Maintain I-Contact list, and update as needed.
- Compile and submit e-blasts, as needed, with input from other Board members.
- Reply to online inquiries and forward to other Board Members, as appropriate.
- Plan for appropriate and interesting website content; communicate regularly with webmaster to ensure current and accurate content.
- Manage and submit WNC Facebook and Twitter account updates and notices.
- Plan for and implement photography and video at WNC events.

WomenNC

North Carolina Committee for CEDAW/CSW

<http://www.womennc.org>



- Include in annual work plan, items requested by other committees, such as a new WNC video. Determine focus and storyboard for such items. Board must approve expenditures as part of budget.
- Organize interviews for the new Fellows each year with local media contacts.
- Create and print fliers and updated trifold brochure for WNC programs and events—coordinate with graphic designer, after financial commitment by Board of Directors for a contract.
- Promote WNC events.

Appointment and Term: The officers of the Corporation shall be appointed by the Board of Directors or by a duly appointed officer authorized by the Board of Directors to appoint one or more officers or assistant officers. Each officer shall hold office until his/her death, resignation, retirement, removal, disqualification, his/her successor shall have been appointed or their two year term has ended. Board Members may submit nominations two weeks before the new board is selected to the Nominating Committee (appointed annually by the President). From those nominations the Board will vote on the positions of the board, as recommended by the Nominating Committee after their review of resumes of nominees. The final list of Board members, as voted on by the Board of Directors, will take office and begin their duties at the June joint meeting of the old and new Boards.

Removal: Any officer may be removed by the Board at any time with or without cause; but such removal shall not itself affect the officer's contract rights, if any, with the Corporation.

Resignation: An officer may resign at any time by communicating his/her resignation to the Corporation, orally or in writing. A resignation is effective when communicated unless it specifies in writing a later effective date. If a resignation is made effective at a later date that is accepted by the Corporation, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date. An officer's resignation does not affect the Corporation's contract rights, if any, with the officer.

***This document approved by the WomenNC Board of Directors on May 28, 2014.
Updates require Board of Directors' approval.***