



2018-2020 Board of Directors Position Openings

*The following positions are due for election for the fiscal years 2018-2020, to the Board of Directors of the Chicago Chapter of the US National Committee for UN Women. Per the Chapter bylaws, the term of service for officers is two years. The positions below will begin service at the start of the new fiscal year, June 1, 2018, and will run through May 31, 2020. Should you be selected for election to the board, you will be asked to provide proof that you are a dues-paying member of the chapter. Send your completed application form (available on our website February 1), resume, and a statement of interest to chichapterelections@gmail.com no later than **Tuesday, February 13, 2018**. Please note, the Director of Marketing and Communications position is currently vacant. Interested applicants will be immediately considered for the position before the start of the new fiscal year, June 1, 2018.*

Vice-President of Development

The Vice President of Development chairs the Development committee and leads the Chapter's efforts to raise funds to support the purposes of the organization. The VP of Development oversees the Development committee's efforts to solidify business sponsorships/partnerships in support of chapter events, activities and general operations, and oversees committee members on related tasks. The Vice-President of Development shall:

- a) organize regular meetings and calls of the Development committee to ensure successful planning and oversight of Chapter development efforts;
- b) reach out to influential individuals to make them aware of UN Women and its mission and programs, in order to build champions and advocates for our cause. These are people who can give personal funds, influence their own corporations to provide funding, and reach out to their networks;
- c) provide guidance to committee members in need of assistance on development efforts;
- d) ensure all development efforts are made in accordance with USNC guidelines;
- e) serve as an ex-officio member of the Strategic Planning Committee;
- f) serve as an ex-officio member of the Events and Activities Committee;
- g) serve in such other capacities as the President shall direct; and
- h) perform such other duties as may be prescribed by the governing documents of the association or the Board of Directors.

Director at Large

The Director at Large shall be fully informed on organizational matters and participate in the Board's deliberations and decisions on matters including programming and events, outreach initiatives, strategic planning, chapter policy and more.

In addition, Directors at Large shall:

- a) volunteer for and willingly accept assignments and complete them thoroughly and on time;
- b) contribute personal expertise and/or skills to help advance the chapter;
- c) commit to actively participate on special committees and task forces as needed;
- d) serve as an ex-officio member of the Strategic Planning Committee;
- e) serve in such other capacities as the President shall direct.

Director of Marketing and Communications- *Position available immediately

The Director of Marketing and Communications leads the Chapter's efforts to promote the activities of the organization and ensure that the organization receives maximum exposure to the media and supporters. This includes creating and distributing e-blasts, social media updates, press releases and articles, with input and review from the President and other board members as needed.

In addition, the Director of Marketing and Communications shall:

- a) chair the Marketing and Communications Committee;
- b) co-chair the Events and Activities Committee;
- c) assist in the preparation of events;
- d) serve as an ex-officio member of the Strategic Planning Committee;
- e) serve as an ex-officio member of Finance Committee;
- f) serve as an ex-officio member of the Membership Committee;
- g) design, implement and maintain an electronic-internal and external communication system;
- h) assist the President in the preparation of media/press releases; and
- i) serve in such other capacities as the President shall direct.

Director of Public Affairs

The Director of Public Affairs leads Chapter's efforts to advocate on behalf of policy issues pertinent to the mission of UN Women and the USNC for UN Women. This includes managing the planning and preparation of legislative, non-profit and community engagement campaigns. In addition, the Director of Public Affairs shall:

- f) chair the Public Affairs Committee on tasks including the development and maintenance of elected official, government and non-profit contacts;
- g) assist in the preparation of events;
- h) serve as an ex-officio member of the Strategic Planning Committee;
- i) assist the Director of Marketing and Communications in the preparation of media/press releases, newsletters; and
- j) serve in such other capacities as the President shall direct.

Treasurer

The Treasurer oversees the profit and expenditures of Chapter operations. This includes managing the Chapter's finances to ensure the most financial support is awarded to USNC for UN Women. In addition, the Treasurer shall:

- a) have the care and custody of all funds;
- b) be a signatory on all bank accounts;
- c) disburse funds for the payment of all authorized bills;
- d) present a financial statement at all meetings of the Board and general membership meetings;
- e) provide financial summaries to National as required;
- f) serve as a member of the finance committee; and
- g) perform all other duties incident to the office and such duties as may be directed by the Board of Directors.