

WOV Leadership Council Position Descriptions
(Revised 5/18/16
(Second revision 1/31/17)

All Leadership Council members shall attend, support, and actively participate in all Leadership Council and Women-of-Vision meetings and events, bringing their own unique strengths and talents to the position they fill.

As stated in the By Laws, Council members, except President and Administrative Support & Campus Liaison, shall be elected by the WOV membership at the annual meeting. Council members will serve a term of three (3) years, unless extended as provided for in the By-Laws. After completing their term, they will serve the following year as an ex officio member of the Council.

Vacancies in the Leadership Council shall be filled by a vote of the majority of the remaining members of the Council for the balance of the year and presented to the membership at the annual meeting for election for the remainder of the term.

Officers

President

The First Lady of Carson-Newman University will serve as President for the WOV service organization. She will serve without term limits as long as she wishes to be involved.

Responsibilities of the President will include but not be limited to the following:

- Serve as a representative of WOV to a variety of C-N constituents as called upon.
- Continually help to shape the organization through participation in the Leadership Council as a voting member.
- Collaborate with the Leadership Council to shape the vision, structure, and priorities of WOV.
- Represent WOV in activities sponsored by WOV members in satellite locations.
- Develop relationships both internally and externally to build community through WOV and increase support for projects.
- Acknowledge gifts, in conjunction with C-N's office of advancement.
- Seek to communicate the purpose and vision of WOV by accepting invitations to speak for the organization.
- Serve as one of the officers who may authorize checks or drafts of the organization.
- Support the leadership council members upon request.

Council Chair

General description:

- Serve as Chair of the Leadership Council.
- Preside over all membership meetings.

- Present a report of the work of the organization at the annual meeting.
- See that all books, reports, and certificates required by law or the university are properly kept or filed.
- Serve as one of the officers who may authorize checks or drafts of the organization.
- Communicate regularly with leadership council members.
- Work with campus liaison to reserve space, make necessary arrangements, set agenda, and provide follow-up for meetings of the leadership council or organization.
- Serve as Chair of the Annual “Gathering of Friends” event.
- Perform other duties as may be reasonably contrived as belonging to the chairman of any organization.

Chair- Elect

General description:

- Become acting chair of the Council in the event of the absence or inability of the Chair to exercise her office.
- Work closely with the chair and participate fully in program development and activities.
- Assume leadership in events according to her interest and endorsed by council.
- Chair Nominating Committee for vacant or upcoming vacancies in WOV Leadership Council.

Past Chair

General description:

- Serve as advisor to Chair and Leadership Council.
- Work with Chair and Chair-Elect to mentor and ensure a smooth transition of responsibilities.
- Work to promote Women of Vision membership and activities.

Secretary

General description:

- Take the minutes of all WOV and leadership council meetings.
- Maintain minutes and records of the organization, working with the WOV Campus Liaison.
- Work with the Chair, Communications Coordinator and Campus Liaison to give and serve all notices to members of this organization.
- Present to the membership at any meetings any communication addressed to her as representative of the organization.

Treasurer

General description:

- Work with the university financial management personnel for care and reporting of all monies belonging to the organization.
- Serve as external watchdog for funds held and utilized.
- Prepare financial reports in conjunction with university personnel.

- Present and interpret financial reports to the leadership council.
- Assume responsibility for assuring that there will always be an unrestricted fund balance of \$5,000 with any exception being approved by the Leadership Council.
- Maintain the confidentiality of all donor information according to preferences and official university guidelines for purposes of naming or presentation purposes.
- Ensure collection and deposit of any monies at WOV events with assistance of Campus Liaison.

Leadership Council Members

Projects Coordinator

General description:

- Develop, annually review, and adjust Project Proposal and Project Chair Report forms as needed.
- Receive Project proposal forms from CN staff, faculty, and students.
- Provide project proposals to WOV Leadership Council for consideration.
- Meet with CN Administration to review proposed projects and get university approvals.
- After projects are approved by both the Leadership Council and University administration, visit with project proposers to get in depth information about project implementation.
- Help to identify realistic costs/budgets for approved projects.
- In consultation with C-N Office of Advancement and WOV President, encourage and receive donations to help fulfill project needs.
- Meet with University Development personnel as needed.
- Recruit project chairs for hands on project implementation.
- Meet with project chairs to schedule work and to receive project reports.
- Meet with other interested parties to aid in implementation.
- Help to coordinate Back-to-the-Creek work projects for WOV members.

Communications Coordinator

General Description:

- Recruit new members to WOV
- Build relationships with current members and encourage participation in WOV events
- Organize a membership table at Homecoming, the WOV Gathering, and other campus events
- Work with WOV Leadership Council to publish a regular newsletter or blog regarding WOV activities, projects, and events
- Working with Administrative Support and Campus Liaison, develop and maintain a permanent record of WOV events which can include a WOV website, photographs of WOV activities and projects; yearly scrapbooks or pictorial histories of WOV activities.
- Adhere to the established policies in C-N's University Relations department for disseminating the newsletter and other communication pieces.

- *Note: It is understood that the C-N University Relations department will be responsible for sending the aforementioned news releases to external sources, i.e., newspaper, radio, etc., and for including it in alumni news, and posting it on the web site, Facebook, etc.*
- *All WOV communications shall be coordinated with and published with approval of C-N University Relations staff under approved C-N guidelines*

Volunteer Coordinator

General Description:

- Build relationships with current members and encourage participation in WOV events.
- Actively solicit volunteers for WOV events and projects.
- Identify strengths, talents, and interests of WOV volunteers and potential volunteers.
- With input from other WOV Leadership Council members, (e.g Projects Coordinator, Events Coordinator, Resource Development Coordinator) identify volunteer opportunities.
- Match volunteers with opportunities.
- Communicate directly with volunteers or pass volunteer info to other Leadership Council members as appropriate.
- Working with the Campus Liaison, update volunteer lists on a regular basis.
- Recruit new members to WOV
- Adhere to the established policies in C-N's University Relations department for disseminating any communication pieces.

Resource Development Coordinator

General Description:

- Generate ideas to raise awareness and financial means to fund Women of Vision Projects. This can include direct fundraising, securing of grants, “friend making” and collaboration with other entities to raise monetary funds or “in-kind” contributions.
- Chair WOV Fundraisers. This includes generating ideas and obtaining any necessary approvals, including approval by the WOV Leadership Council.
- Work with Volunteer and Events Coordinators to establish a committee as necessary to manage the Fundraising Event(s). This includes establishing and coordinating the date, booking the location, facility arrangement, arrangement for any media or sound requirements, ticket sales and collection of money, food, decorations, program, setup and breakdown for the event.
- Support fundraising efforts by WOV members in locations outside the immediate campus community in any way possible.
- Work closely with WOV Leadership Council and other WOV membership.

Events Coordinator

General Description:

- Work with WOV Leadership Council to establish an annual timeline for WOV events to be hosted for each calendar year, including date, location and type of event. Ensure that the timeline is coordinated with CN's schedule.
- Work with Volunteer and Resource Development Coordinators for each WOV event, as shown below. Role will change for each event, depending on the actual needs for that event.
- Major WOV Events:
 - Annual Spring Gathering: Planning of this event will be chaired by the Council Chair, working closely with the WOV President, Communications and other WOV council members. For this event, the Events Coordinator would primarily be responsible for booking the location, room arrangement, arrangement for any media or sound requirements, working with the campus source for food and a committee for table decorations. Working with the Campus Liaison, the Events Coordinator would also be responsible for setup and breakdown of the event.
 - Fundraisers: Planning of these events will be chaired by the Resource Development Coordinator. These are major events and will require close coordination with Resource Development and Volunteer Coordinators and other WOV Leadership Council members. The Events Coordinator assists in implementation of fundraisers.
 - Back-to-the Creek: The Events Coordinator will chair this event, working closely with the WOV Projects Coordinator, the Volunteer Coordinator, the Council Chair and other council members. The exact role of the events coordinator will be dictated by the project chosen by WOV for Back-to-the Creek, but will likely include making arrangements for food.
 - Homecoming: The Members-at-Large will chair WOV activities at this event, working closely with the Events and Volunteer Coordinators and all WOV Leadership Council members.
 - Christmas Tree Trimming: work with retired faculty, Volunteer Coordinator and Campus Liaison to plan event, scheduling event in coordination with the C-N Maintenance staff.

Member(s) at Large

General Description:

- Serve as liaison (eyes and ears) to the general membership to ensure that the ideas and concerns of the membership are being addressed by the Leadership Council.
- Work with the Communications Coordinator to promote and increase membership and participation, specifically the membership table at Homecoming and the Spring Annual Gathering.
- Chair WOV activities at Homecoming, working closely with all WOV Leadership Council members and other WOV members to staff Homecoming Showcases and other completed WOV projects.

- Assume leadership in events according to her interest and endorsed by council.

Liaison to Young Women of Promise

General description:

- Serve as an advocate for, and mentor and advisor to the Young Women of Promise at Carson-Newman University.
- The specific responsibilities will vary with each group of students, but can include the following:
 - Be an advocate for Young Women of Promise at Women of Vision meetings and functions.
 - Ensure lines of communication are open between the two organizations.
 - Look for opportunities for the two organizations to work together, share experiences and support each other.
 - Help the Young Women of Promise establish goals and projects that support their love for God and Carson-Newman.
 - Help the Young Women of Promise develop leadership and team building skills.
 - Provide encouragement and mentoring, when needed. This may occasionally be on a one-on-one basis.
 - Help the Young Women of Promise navigate the "ins and outs" of running a student organization, including filing appropriate paperwork, managing a budget, etc.
 - Help the Young Women of Promise take actions to ensure the longevity of the organization.
 - Attend Young Women of Promise Leadership Team meetings, membership meetings, and other functions when applicable.
 - Help groom Young Women of Promise to assume active roles in WOV upon graduation.

Ex-Officio Council Member(s)

General Description:

- Serve the year following the conclusion of their three-year term of office as non-voting ex officio member(s) of the Council.
- Work with new Council officers and Council members to mentor and ensure a smooth transition of responsibilities.
- Work to promote Women of Vision membership and activities.
- Assume leadership in events and activities according to her interest and endorsed by council.

Administrative Support & Campus Liaison

Note: This is not an elected position and therefore has no term limit. Rather, this individual is appointed by the University based on a relevant position within the University and in consideration of job responsibilities. Usually, this individual will be a member of the university's advancement support staff. This is a non-voting position on the Leadership Council.

General Description:

- Attend Leadership Council meetings unless prevented by primary job responsibilities.
- Provide an on-campus point of contact for WOV members.

- Understand and interpret for members the campus policies and procedures necessary in activity related to projects or events.
- Communicate with the various officers of the Leadership Council any information relevant to their area of responsibility.
- Receive and respond to inquiries regarding WOV, with referral to appropriate Leadership Council member as required.
- Organize WOV materials and send out all correspondence.
- Maintain WOV membership data base and update as necessary.
- Maintain WOV minutes and historical documents.
- In conjunction with Treasurer, organize collection and deposit of monies at WOV events.
- Make current WOV membership information and data base available to Volunteer Coordinator.
- Working with Communications Coordinator, maintain photographic and written documentation of WOV events and projects.
- Working with Communications Coordinator, maintain WOV membership data base and update as necessary.
- Serve as liaison for WOV with WOV Treasurer and C-N offices related to accounts payable, bookkeeping, and others as required.
- Serve as liaison for WOV with the Office of Alumni Affairs.
- Serve as liaison for WOV and honorary chair Ruth Graham and staff.
- Serve as liaison for Event and Project chairs and C-N maintenance staff.
- Serve as liaison for WOV Leadership Council and Premiere, Inc. for housekeeping issues related to WOV project and event activity.
- Serve as liaison for WOV council and C-N Office of Student Affairs, Development, Maintenance, University Relations and others as needed.

- Serve as campus liaison for Young Women of Promise.
- Provide administrative support for WOV events. Working with the Events, Volunteer and Resource Development Coordinators, responsibilities can include event registration, donor recognition activities, and coordinating with campus entities for events.