



LOOKING FOR LEADERS

AWA 2018/2019 Executive Board Nominations Are Now Open

The AWA Nominations Committee is awaiting your suggestions for next term's slate of officers. If you or someone you know is interested in leading the AWA in one of the following elected positions (see job summaries on second page) please enter your recommendations in the space provided then post, fax or drop the form off at the AWA office, Arion Commercial Centre, Office 1105, 2-12 Queen's Road West, Sheung Wan, Hong Kong, fax 2865 7737. All forms must be received no later than **3:30pm on 1 March 2018**. All nominations are confidential. Thank you for your input!

Please note that all roles are open for nomination, however those annotated with * are currently filled with board members interested in continuing in their role in the 2018/19 membership year.

***PRESIDENT:** Responsible for leading both the strategic vision and operations of the AWA.

I nominate: _____

1st VICE PRESIDENT (Fundraising): In charge of all development and fundraising efforts.

I nominate: _____

***2nd VICE PRESIDENT (Membership):** In charge of all membership related activities.

I nominate: _____

***3rd VICE PRESIDENT (Activities):** In charge of all local tours, activities and Asian tours.

I nominate: _____

RECORDING SECRETARY: Responsible for adherence to articles of association related to and minutes of all official meetings and government filings.

I nominate: _____

TREASURER: Responsible for all financial and accounting matters for the AWA.

I nominate: _____

CHARITABLE DONATIONS CHAIRPERSON: Responsible for overseeing all AWA charitable funding.

I nominate: _____

EDUCATION & SCHOLARSHIP CHAIRPERSON: Administers AWA scholarships and English conversation program.

I nominate: _____

***COMMUNITY SERVICE CHAIRPERSON:** Responsible for all AWA volunteer programs.

I nominate: _____

Executive Board Job Summaries

PRESIDENT

The President has overall responsibility for the strategic planning and operation of the non-profit charity known as AWA. She serves as the Chair for all meetings. Responsible, along with the Executive Board, to make appropriate changes to serve the organization in the best interest of the members and charitable endeavors set forth by the Articles of the Association. Must be able to manage and lead. She is actively involved in as much as possible and is responsible for management of the Association, Office, Executive Board and Government and Legal obligations.

1st VP - FUNDRAISING

The 1st Vice President is responsible for all fundraising activities - generally three to four to five events throughout the year. Recruits a committee for each event and provides guidance and leadership to ensure organized and successful events. Acts as liaison between fundraising-event committees and the Executive Board.

2nd VP - MEMBERSHIP

The 2nd Vice President coordinates and oversees all Membership committees. These include: General Meeting planning, CHAT, Neighborhood Coffees, Membership Discount Program and Foon Ying. Recruits coordinators and maintains regular contact. Provides assistance, guidance and presence when required. Manages membership renewal process and actively recruits new members. Acts as liaison between membership committees and the Executive Board.

3rd VP - ACTIVITIES

The 3rd Vice President coordinates and oversees the various Activities and Asian Tours within AWA. Recruits and trains volunteers to serve as coordinators and committee members for Asian Tours, Local Tours & Activities. Keeps in contact with each coordinator giving assistance when required and attending committee meetings on a regular basis. Acts as a liaison between the committees and the Executive Board.

RECORDING SECRETARY

The Recording Secretary takes the minutes at the Executive Board meetings and attaches all relevant papers: agenda, treasurer's reports, budgets, policy changes etc. Distributes meeting minutes to each board member and handles all HK government filings. Takes the minutes at the General meetings and distributes to membership prior to the next meeting. The Recording Secretary is also responsible for following the regulations as prescribed by our Articles of Association with regard to filing of meeting notices and other communications with members. She should also have a firm understanding of parliamentary procedure.

TREASURER

The Treasurer maintains the financial integrity of AWA by reviewing Trial Balance reports, working with General Journal Entries and ensuring that all Accounts in MYOB are in order. Prepares monthly reconciliations and produces financial reports to be presented at each board meeting. Responsible for work and/or coordination with outside auditors and for managing the annual audit. Manages all treasury functions for the AWA.

CHARITABLE DONATIONS CHAIRPERSON

The Charitable Donations Chairperson coordinates the AWA program of giving to charitable organizations within Hong Kong that fit our scope and guidelines. Chair will recruit a committee to vet local HK charities and promote interaction with these organizations. With committee evaluates grant proposals to decide which charities to fund for the current membership year.

EDUCATION & SCHOLARSHIP CHAIRPERSON

The E&S Chairperson is responsible for coordinating the AWA program of scholarships by overseeing the activities of the committee, and visiting the local educational institutions in order to ascertain students' needs. Recruits coordinators for committees and collaborates with VP of Fundraising on Scholarship Drive.

COMMUNITY SERVICE CHAIRPERSON

The Community Service Chairperson oversees the Community Service Programs with HK volunteer organizations. Recruits program coordinators for each Community Service Program and maintains regular contact, assistance, guidance, and presence when required. Acts as liaison between coordinators and the AWA Executive Board.