

# Board Member Leadership Roles & Job Descriptions

The Association of Wedding Professional's of  
Greater Washington, DC

AWP Board Members have ultimate responsibility for directing the activity of the Association, ensuring it is well run and delivering the outcomes for which it has been outlined in the Association Bylaws. Every Board Member shall provide leadership to the organization by: · Setting the strategic direction to guide and direct the activities of the Association; · Ensuring the effective management of the Association and its activities; and · Monitoring the activities of the Association to ensure they are in keeping with the founding principles, objects and values.

**updated  
6/7/2011**





## PRESIDENT – Job Description

The *President* is elected by membership of the Association and serves a two-year term. He/She is the principal officer or leader of the Association and presides over all meetings of the Board and general meetings of the Association. The President directs the duties of the other officers and serves as ex-officio member of all standing committees of the Association. The President is responsible for communicating AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **PRESIDENT'S Role & Responsibilities include:**

- The AWP President is elected for a two-year term
- He/She works closely with the Board and Members of the Association to establish the overall goals, leadership and direction of the Association
- To enforce adherence to the Association's Constitution and Bylaws and ensure the integrity of the Board's process
- Facilitates, Leads and Schedules board meetings every other month, typically on the first Friday of that month
- Coordinate the planning of the Board's activities for the year ahead and plans for the Association's future; In this capacity, the President is responsible for ensuring that an ongoing planning process exists for the Association
- Ensures that Board members have the information they need to make informed decisions
- Provide leadership and direction for the Association
- Provide quality control within the Association
- The President is responsible for the Association's fiscal well being, including directing the budget process and making sure the Association is adequately funded
- Ensures that all new Board members get a proper orientation to the Board and to the branch association
- Keeps apprised of the concerns of the people within the Association; in doing so, the President acts as the association "ear" to the wedding industry
- He/She is aware of issues within the Association or wedding community
- To communicate with the membership of the Association on a regular basis
- He/She knows where their Board Members stand on issues, and will help to make sure that everyone's opinion comes out at the Board meeting
- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board Meetings and general monthly scheduled meetings
- Network, and increase exposure of AWP through email and attending other organizations' networking events
- Support the Board
- Ensures that the Board operates as a Team
- Lead Board Meetings
- Open up meetings with a welcome, introductions and transitions
- Actively encourage member participation
- Insure new members are being communicated to and all questions are being answered
- Set measurable goals for each year
- Smile, Hug and encourage communication
- The president presides at board and other meetings, prepares meeting agendas, and ensures that valid voting procedures are used

- As spokesperson for the Association, the President must be an effective communicator
- Hosts an annual President’s roundtable meeting so that he/she can communicate the past and future of the organization to Members, and for Members to have an open forum to discuss their vision for the Association
- At Board meetings, report to Board officers detail projects or activities of his/her position; make sure any reports or information requested at the last meeting is available or that there is a good reason why not

**AFFIRMATION**

By signing this Statement, I agree and affirm that:

- As an officer, member of the Board of AWP, and as a member of AWP, I have a duty to understand, support and abide by the Code of Professional Responsibility, Bylaws, rules, regulations, directives and policies of AWP.
- I will act and base my decisions and votes on matters that may come before me on what is, in my opinion, in the best interests of AWP as a whole and I will not be influenced by potential personal gain or relationships with vendors, other members or affiliated chapters.
- I will not use my position with AWP in any published advertising or promotional activities designed to lead to personal gain for myself, an immediate family member, member of my household, or any organization I am associated with, nor in a manner that would indicate endorsement by the Association without the prior written consent of AWP.
- I will immediately disclose any conflict or potential conflict of interest to the AWP Board Members in which I am participating that may arise due to the ongoing discussions of the Board or Committee and I will recuse myself from said discussions, deliberations and voting on the particular matter giving rise to, or which may give rise to, the conflict.
- Should a conflict of interest be determined to exist, I agree to abide by the decision of the Board of AWP.
- It shall be My duty and obligation to turn over to their successors all AWP records and correspondence related to my term of office and such other documents and materials as may pertain to my office. The forgoing obligation shall be completed no later than ten (10) days after my successor/new officer has taken office.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or type name)



## VICE - PRESIDENT – Job Description

The *Vice-President* is elected by membership of the Association and serves a two-year term at the end of which he or she succeeds to the office of President (subject to a confirmation vote by a majority of the Board, at the expiration of the President's term of office). He/She acts as the President/Chair of general and board meetings and assists the President/Chair on other specified duties. The Vice-President is responsible for communicating AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **VICE-PRESIDENT'S Role & Responsibilities include:**

- Exercise the duties of the President in his/her absence of the President of general and board meetings; assists the President/Chair on other specified duties
- Special Responsibilities: Frequently assigned to a special area of responsibility, such as website guru, media, annual dinner, facility, resource/library personnel
- Works with the President/Chair to identify and groom future candidates for future Board needs
- Attends and assists the President with Board meetings; the Board meets every other month, typically on the first Friday of that month
- Assists with creating agendas for meetings and programs
- Maintains a calendar of Association meetings and activities
- Oversee and be in charge of special projects or committees for the Association
- At Board meetings, report to Board officers detail projects or activities of his/her position
- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board Meetings and general monthly scheduled meetings
- Serves as Chair of the Election Committee which announces vacant positions and accepts nominations
- Knows the mission, services, policies, and programs of the Association
- Review the agenda and supporting materials prior to Board, committee, and general meetings
- Educate non-Members about the Association
- Keeps up to date on developments of the Association and the wedding industry
- Looks after the affairs of the Board, conduct routine business, and prepares proposals for action to be submitted to the Board
- Responsible for carrying out the specific duties that the Association has written in its Bylaws
- Serve as liaison between the membership and the Board; listening to and addressing the concerns of the membership
- At Board meetings, report to Board officers detail projects or activities of his/her position; make sure any reports or information requested at the last meeting is available or that there is a good reason why not
- Support the Board

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- Should a conflict of interest be determined to exist, I agree to abide by the decision of the Board of AWP.
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(Date)

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(Signature)

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(Print or type name)



## TREASURER – Job Description

The *Treasurer* is elected by membership of the Association and serves a two-year term. His/her main responsibility is to be the watch-dog over all aspects of financial management of the Association, working closely with members of the Board to safeguard the Association's finances. The Treasurer communicates AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **TREASURER Role & Responsibilities include:**

- Responsible for the custody of association funds and their proper disbursement, including receiving and recording monthly meeting payments, issuing receipts, paying suppliers.
- Responsible for keeping books updated monthly and provides a statement of account quarterly to the Board
- The Treasurer deposits all cash and checks received from the networking meetings, association sponsored events to the established financial institution (Capitol One Bank) within five days of receipt.
- Responsible for making sure the Membership Chairperson receives an updated report of members in good standing within 5 days following the monthly networking meeting and within 5 days prior to the networking meeting
- Responsible for reconciling association books
- At the conclusion of the Treasurer's term of office, the Treasurer shall turn over to the new Treasurer all the funds, records, papers, documents, and property of the association and conduct a transition meeting with the new Treasurer
- Solicits professional advice when deemed necessary
- Make necessary arrangements with the bank for signing officers of the association account
- Make a presentation of the accounts quarterly to general membership at a regular meeting or via monthly newsletter
- Support the Board
- At Board meetings, report to Board officers detail projects or activities of his/her position; make sure any reports or information requested at the last meeting is available or that there is a good reason why not
- Educate non-Members about the Association
- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board meetings and general monthly scheduled meetings
- Attends and actively participates in Board meetings; the Board meets every other month, typically on the first Friday of that month
- Knows the mission, services, policies, and programs of the Association
- Keeps up to date on developments of the Association and the wedding industry
- Responsible for carrying out the specific duties that the Association as written in its Bylaws

### **SIGNING OFFICERS**

- The Treasurer on taking office should immediately makes arrangements for the signing officers the ensuing year; The Treasurer and usually the President and one other appointed as signing officers.

### **GENERAL ACCOUNT**

- In the general account are recorded revenues and expenditures relative to operation of the club.
- Revenues are derived principally from:
  - a) Annual Dues
  - b) Initiation Fees

- e) Fines and Penalties
- d) Revenue from any special fund raising projects entirely within club
- e) Miscellaneous
- Expenditures are generally made on account of the following:
  - a) Publishing and/or Hosting of Association Website
  - b) Stationery, membership kits, supplies
  - c) Presentations and flowers
  - d) Telephone, postage
  - e) Guests and entertainment
  - f) Speakers and publicity
- All expenditures should be made by AWP check or AWP credit card after having been duly authorized and supported by receipts of payment and description of services rendered.
- All receipts should be deposited within 5 days in the financial institution of choice.
- No disbursements should be made in cash
- For record purposes a duplicate of the check and receipts should be maintained.
- It is important that all accounts be paid with 5 days of receiving of supporting documentation, i.e. receipt.

#### **MEMBERSHIP DUES**

- Dues should be paid at monthly meetings directly to the Treasurer; Members submitting applications by mail must be by check, and should be mailed to Membership Chair; the Membership Chair records receiving the check so that the member can be initiated, and immediately forwards the applicant's check to the Treasurer
- The Treasurer should keep a record of all dues payable to the Association
- Treasurer should be able to provide a list of member financial standing
- Treasurer and Membership Chair should work closely together to monitor financial membership activity

#### **MISSED PAYMENTS**

- The Treasurer will send missed payment statements (INVOICES) to anyone with outstanding financial commitments.

#### **FINANCIAL STATEMENT**

- Prepare and present interim financial reports to all regular board of directors meetings; include monthly meeting financial report, copy of Association bank statement, budget report
- Makes sure that Board Members review Association bank statement and receives a minimum of 3 Board member signatures
- Report all overdue accounts to Board Members
- The final financial statement covering the full year is prepared and presented at the end of the club calendar year to the Board
- Budget report is prepared in October for the preceeding year

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- I will not use my position with AWP in any published advertising or promotional activities designed to lead to personal gain for myself, an immediate family member, member of my household, or any organization I am associated with, nor in a manner that would indicate endorsement by the Association without the prior written consent of AWP.
- I will immediately disclose any conflict or potential conflict of interest to the AWP Board Members in which I am participating that may arise due to the ongoing discussions of the Board or Committee and I will recuse myself from said discussions, deliberations and voting on the particular matter giving rise to, or which may give rise to, the conflict.
- Should a conflict of interest be determined to exist, I agree to abide by the decision of the Board of AWP.
- It shall be My duty and obligation to turn over to their successors all AWP records and correspondence related to my term of office and such other documents and materials as may pertain to my office. The forgoing obligation shall be completed no later than ten (10) days after my successor/new officer has taken office.

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(Date)

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(Signature)

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## SECRETARY – Job Description

The *Secretary* is elected by membership of the Association and serves a two-year term. His/her main responsibility is to act as an information and reference point for the Board and members of the Association.; clarifying past practices and decisions, confirming legal requirements, and retrieving relevant documentation. The Secretary communicates AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **SECRETARY Role & Responsibilities include:**

The Secretary has two fundamental functions. The first is to serve as the authority on past actions and Association policies. The second is to keep records on such things as time progresses.

### **Duties and Responsibilities**

- Prepares official ~~club~~ Association correspondences or other documents
- Serves as custodian of all records, correspondences, books, member duties, member benefits, Articles of Incorporation and By-laws
- Prepares and distributes minutes of the Board meetings within 21 days after Board meeting; Board members use this to follow their own action items; and circulating approved minutes when necessary
- Filing minutes and reports
- Ensuring elections are in line with stipulated procedures
- Responding to all Board correspondences
- Preparing a report of the Association's activities for the year for the annual President's round table
- Circulate to all members any papers to be discussed at upcoming meetings, a copy of the agenda, minutes of the previous meeting
- At Board meetings, read the minutes of the previous Board meeting, and if they are approved, obtain the President's signature on them
- At Board meetings, report on action or matters arising from previous minutes; read any important correspondences that has been received from members
- After Board meetings, send a reminder notice of each decision requiring action to the relevant person
- Assists at meetings with things related to official records such as registering guests, providing meeting notices, group announcements, takes notes of meetings, collecting meeting surveys
- Collects information for monthly email newsletter, formats and sends to members
- Responsible for the Annual Bridal Focus Forum registration forms; Creates new document every summer and distributes to all members. Receives forms and informs other board members of the progress
- Attend board meetings every other month
- Perform other duties as assigned by the President
- Support the Board
- At Board meetings, report to Board officers detail projects or activities of his/her position; make sure any reports or information requested at the last meeting is available or that there is a good reason why not
- Maintains all of the Association's records and files necessary forms with state agencies
- Maintains effective records and administration
- Upholding legal requirements of governing documents when relevant
- Educate non-Members about the Association

- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board meetings and general monthly scheduled meetings
- Attends and actively participates in Board meetings; the Board meets every other month, typically on the first Friday of that month
- Knows the mission, services, policies, and programs of the Association
- Keeps up to date on developments of the Association and the wedding industry
- Responsible for carrying out the specific duties that the Association as written in its Bylaws

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\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or type name)



## MEMBERSHIP CHAIR – Job Description

The *Membership Chair* is elected by membership of the Association and serves a two-year term. His/her main responsibility is to oversee membership growth and invitation. The Membership Chair communicates AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **MEMBERSHIP CHAIR Role & Responsibilities include:**

- Promote and stimulate the professional image of the Association of Wedding Professionals
- Responsible for developing and implementing ongoing membership retention and recruitment campaign
- Responsible for the overall marketing and public relations efforts of the chapter
- Assist with programming ideas to support and enhance the Association
- Receives all inquiries in regards to Membership from prospective members
- Receives all funds/payments of membership from prospective members and for membership renewals; Membership chair will coordinate membership payment documentation and deposits to Treasurer
- Distribute welcome letters and membership certificate to all new members of the Association within 7 business days of membership payment
- Send new members username and password for website directory, upon bank clearance of membership payment (within 7 days)
- Prepare and distribute canvas welcome bag for all new members to be given at monthly meeting that he/she first attends
- Create badges for members and guest for each monthly meeting
- After each monthly meeting, email thank you note to all new guests and venue host within 48 hours after meeting
- Send Secretary a list of all new members for that month so he/she can include them in the Association newsletter
- Maintain all membership records, and build a working list of prospects
- Terminate delinquent members within 30 days of the new calendar membership year
- At monthly meetings, sit at registration to welcome old and new members, and make sure prospective members fill out a guest registration form
- At monthly meetings, distribute and collect meeting surveys for members and guest to fill out at the meeting; later record survey results on website template and report results to the Board
- Update member materials as needed (members are responsible for maintaining their own profile via the website); Materials may include new member kits, member binders, member brochures
- Responsible for printing and distributing certificates of membership for all members (renewing and new) within 7 days of membership payment
- During annual budget planning meeting, provide Memberchair budget to Treasurer for items such as badge holders, canvas welcome bags, survey printing, and any other related membership items
- Keep records of reservations for the monthly meeting attendance
- At meetings, greet members and guests, and facilitate guests' individual introductions during networking, and group introduction during dinner
- Coordinate the introduction of new members via monthly newsletter (which is published by the Secretary) and at meetings
- Contact and encourage former members to visit and re-join
- Follows up with any guests that attend monthly meetings
- Actively encourage member participation

- Support the Board
- Educate non-Members about the Association
- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board Meetings and general monthly scheduled meetings
- Attends and actively participates on Board meetings; the Board meets every other month, typically on the first Friday of that month
- Knows the mission, services, policies, and programs of the Association
- Keeps up to date on developments of the Association and the wedding industry
- Responsible for carrying out the specific duties that the Association has written in its Bylaws
- At Board meetings, report to Board officers detail projects or activities of his/her position; make sure any reports or information requested at the last meeting is available or that there is a good reason why not

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- I will not use my position with AWP in any published advertising or promotional activities designed to lead to personal gain for myself, an immediate family member, member of my household, or any organization I am associated with, nor in a manner that would indicate endorsement by the Association without the prior written consent of AWP.
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(Date)

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(Signature)

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(Print or type name)



## PROGRAM CHAIR – Job Description

The *Program Chair* is elected by membership of the Association and serves a two-year term. His/her main responsibility is to create and organize comprehensive professional meeting programs relative to the wedding industry for the Association. The Program Chair's vision, knowledge, and collaboration are key to developing programs of high interest and educational importance to industry professionals. The Program Chairperson consults with the Board, presides over program development and planning, and serves as Program spokesperson during meetings. The Program Chair communicates AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **PROGRAM CHAIR Role & Responsibilities include:**

- The Program Chair will plan a ~~30 minute~~ 2.5 hour segment for each regular monthly AWP meeting that meets the needs of the range of AWP members; segment will include 45 minute cocktail-networking reception, 30 minute Association business update, 45 minute speaker
- Consulting with the Board to determine content areas of high interest to the profession, identify emerging areas of importance, and consider demographic trends and their effect within the wedding industry; Content areas of focus for meeting programs include but not limited to:
  - a) Business Insights: Help with aspects of members' own business
  - b) Marketing Trends & Concepts
  - c) Sales Tools, Techniques & Skills (including 'how to network')
  - d) Business Management Issues (Risk Management/Financial/Legal)
  - e) Building Member Awareness:
  - f) General knowledge of other professionals' expertise
  - g) Personal awareness of individual members
  - h) Fun! As a whole program As part of the network
- Identifying and inviting keynote speakers for presentations, standard topics, and other special sessions to ensure a rich program reflective of new and current directions in industry education, evidence-based best practices, and industry ethics
- Inform Keynote Speakers that is not a paid speaking engagement, but are offered dinner and parking (if applicable), the opportunity to promote his/her business, and to build upon their networking professional base; The Program chair should try to arrange to give an AWP memento, gift card or book to the speaker at the end of the presentation
- Representing and promoting the program
- Facilitating continuous quality program improvement through evaluation, creativity, and innovation.
- Collaborating with and reporting to the Board on the direction and status of program planning
- Create a program calendar 6 months in advance in coordination with Site Chairperson
- This Program Chair will post a description on the AWP website and alert the Secretary (for the newsletter), the Membership Chair (for invitations), Site Chairperson (for equipment), no later than the 7th of each month (and preferably much further in advance than that)
- The Program Chair secures a photographer for each meeting and provides the photographer with guidance. Photos are uploaded to Meeting Photo Gallery one (1) week after the meeting
- Coordinate annual program such as but not limited to:
  - a) Bridal Focus Group – September meeting (ask members for candidates beginning in May)
  - b) President's Roundtable – August meeting
  - c) Speed Networking Games
  - d) FUN Event – July meeting
  - e) Holiday Gala – Last Yearly Meeting

- Program Fees: Program Chair should provide the Board & Treasurer with estimates of any fees, including
  - a) Speaker Fees (Bridal Focus panelists typically cost AWP \$125/couple, plus drinks)
  - b) Equipment Fees (A/V, screens, other – AWP owns its own LCD projector)
  - c) Program Supply Fees
- Fees must be pre-approved by the board, and contracts (when required) signed by a signing officer.
- For all programs, the Program Chair should coordinate with the Site Chair by the first week of the month for any special arrangements (podium, microphone(s), extra tables, etc.) that might be provided by the site; The Program Chair will then arrange for any special needs not being supplied by the site (easels, for example).
- Educate non-Members about the Association
- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board meetings and general monthly scheduled meetings
- Attends and actively participates in Board meetings; the Board meets every other month, typically on the first Friday of that month
- Knows the mission, services, policies, and programs of the Association
- Keeps up to date on developments of the Association and the wedding industry
- Responsible for carrying out the specific duties that the Association has written in its Bylaws

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(Date)

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(Signature)

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(Print or type name)



## SITE CHAIRPERSON – Job Description

The *Site Chairperson* is elected by membership of the Association and serves a two-year term. His/her main responsibility is to determine and organize convenient and exciting locations that represent ideal locations for wedding and events for regular AWP monthly meetings. The Site Chairperson communicates AWP's mission, strategic goals, and committee objectives to members of the AWP Board and AWP Members, and as well as inspiring and motivating Members to find innovative ways to help AWP succeed.

### **SITE CHAIRPERSON Role & Responsibilities include:**

- Determine locations appropriate for AWP meetings; Hotels, restaurants, catering halls, clubs, etc, that host weddings or related events
- Contact catering manager or director
  - a) Describe AWP and the benefits to the facility of hosting us (exposure to wedding professionals)
  - b) Email the AWP meeting site prospectus, which describes what AWP is, what we do at a meeting, what we need at a meeting from the facility and what we can afford to pay
- Follow-up by phone and/or email until a decision has been made
- Get a written agreement from the facility to lock in the date; agreement to include
  - a) Date and times of the event
  - b) Per person price inclusive of tax and gratuity
  - c) Equipment set-up instructions
- Contact facility 1 month out to get a banquet event order (BEO) to include exactly what they are providing us;
  - a) Detailed Menu
  - b) Beverage/Bar Service setup
  - c) Tables for registration and promotional materials
  - d) Audiovisual equipment if needed
- Contact the facility the Friday before the meeting with a headcount; with a final call by noon the day before the event for a final headcount
- Send thank you notes to venue host and/or caterer within 48 hours following the event
- Organize a calendar of the yearly meetings showing the dates and locations of the 9 regular meetings plan and distribute calendar 6 months in advance
- Work closely with Programs Chairperson to make sure keynote speaker is informed of the location and has all equipment ready for meeting
- Support the Board
- At Board meetings, report to Board officers detail projects or activities of his/her position; make sure any reports or information requested at the last meeting is available or that there is a good reason why not
- Educate non-Members about the Association
- As a Board Officer, he/she shall attend at least one-half (1/2) of the Board meetings and general monthly scheduled meetings
- Attends and actively participates in Board meetings; the Board meets every other month, typically on the first Friday of that month
- Knows the mission, services, policies, and programs of the Association
- Keeps up to date on developments of the Association and the wedding industry
- Responsible for carrying out the specific duties that the Association as written in its Bylaws

**AFFIRMATION**

By signing this Statement, I agree and affirm that:

- As an officer, member of the Board of AWP, and as a member of AWP, I have a duty to understand, support and abide by the Code of Professional Responsibility, Bylaws, rules, regulations, directives and policies of AWP.
- I will act and base my decisions and votes on matters that may come before me on what is, in my opinion, in the best interests of AWP as a whole and I will not be influenced by potential personal gain or relationships with vendors, other members or affiliated chapters.
- I will not use my position with AWP in any published advertising or promotional activities designed to lead to personal gain for myself, an immediate family member, member of my household, or any organization I am associated with, nor in a manner that would indicate endorsement by the Association without the prior written consent of AWP.
- I will immediately disclose any conflict or potential conflict of interest to the AWP Board Members in which I am participating that may arise due to the ongoing discussions of the Board or Committee and I will recuse myself from said discussions, deliberations and voting on the particular matter giving rise to, or which may give rise to, the conflict.
- Should a conflict of interest be determined to exist, I agree to abide by the decision of the Board of AWP.
- It shall be My duty and obligation to turn over to their successors all AWP records and correspondence related to my term of office and such other documents and materials as may pertain to my office. The forgoing obligation shall be completed no later than ten (10) days after my successor/new officer has taken office.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or type name)