  
*Keeping Women Connected*

**2018 Candidate Platform Statement**

**Due By: 12/5/2018**

**Submit via email:  president@wwlf.org, secretary@wwlf.org and deb.bennett@wia.org**

***WWLF Candidate Nomination Form***

***Election for 2019-2020 Term***

Nominations are now being accepted for the following 4 positions:

• President

• Vice President

• Secretary

• Treasurer

**Nominations will be accepted: 11/8/2018- 12/05/2018**

**Voting period: 12/10/2018 – 12/28/2018.**

Please provide the following information to the Nominating Committee to be considered for a position on the Executive Board of Directors for WWLF.

# Name – Desired Board Position

Please insert your name and desired board position above and confirm your eligibility for participation in the election process.

I am a member in good standing

This is a self-nomination  This is a nomination by Other(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of prior service and Position(s) listed below:

I have read the primary duties of the Executive Leadership Team (attached)

# Introduction, biography, & previous WWLF experience

Briefly detail your background in telecom, professional experience, educational background, and any other pertinent notes related to professional growth/achievements.

# How has your career and experience with WWLF prepared you for a position on the Board of Directors?

# Major Issues / Initiatives to address during your term

The major issues or initiatives you would like to address during your WWLF executive board tenure.

# Other Ideas, Aims & Goals for WWLF

# Role of the Board – Please share your thoughts

# What other attributes or qualifications you possess that will contribute to governing WWLF? Outside of work, what are your hobbies or interests?

# DUTIES OF THE EXECUTIVE LEADERSHIP TEAM

### **Duties of the President – 2 Year Term**

* Carry out policies and objectives created by the Board
* Act as the Chief Executive Officer of WWLF and shall, subject to the control of the Board, supervise, as well as control the affairs of the WWLF and the activities of the ELT
* Preside at all meetings of the Board and at all meetings of the members, if any
* Act as the liaison between WWLF and WIA, representing the interests of WWLF and providing updates and/or reports to WIA as requested and to the Board
* Be versed in parliamentary procedure and act accordingly, including giving guidance to the Board as necessary
* In general, perform all duties incident to the office of the President and such other duties as may be required by law or by these Policies and Procedures, or which the Board or WIA may prescribe from time to time
* Meetings conducted by the President will generally follow Roberts Rules of Order

### **Duties of the Vice President – 2 Year Term**

* Perform all the duties of the President in her absence or in the event of her inability or refusal to act, and shall be subject to all the restrictions on the President
* Oversee the creation and maintenance of all operational policy and procedure guidelines for the organization. Update, or cause to be updated, the guidelines as necessary, and not less than annually, and act as chair for the committee that performs the review and updating of the guidelines.
* Temporarily fill any ELT position and/or fulfill any ELT duties and responsibilities as deemed necessary and beneficial by the Board for as long as necessary, such as during a transitional period
* In general, perform all duties incident to the office of the Vice President and such other duties as may be required by law or by these Policies and Procedures, or which the Board or WIA may prescribe from time to time

### **Duties of the Secretary – 2 Year Term**

* Keep, or cause to be kept, a book of minutes of all meetings of the Board, and, if applicable and as requested, meetings of committees or members recording therein:
  + the time and place of the meeting;
  + whether regular or special; and
  + the names of those present or represented at the meeting
* Create the Board Contact List at the start of each calendar year and distribute to any new Board member, and to entire Board, each time revised
* Maintain these Policies and Procedures guidelines, as amended, and have a copy at all noticed meetings
* Exhibit, at reasonable times, to any Director these Policies and Procedures and the minutes of the proceedings of the Board of Directors of WWLF, or to WIA as requested
* See that all notices are duly given in accordance with the provisions of these Policies and Procedures, or as required by law
* Keep the WWLF library of forms and documents and distribute at the start of the term to any new Board member, and distribute to entire Board, as revised
* Assemble and preserve a record of the activities and achievements of the WWLF
* Act as custodian of records and other materials pertinent to the history of the organization
* Conduct votes (either email ballots or during meetings) for any items the Board shall vote on and report vote outcome to Board
* Assemble committee(s) to assist with duties as needed
* In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law or by these Policies and Procedures, or which the Board or WIA may prescribe from time to time

### Duties of the Treasurer – 2 Year Term

* Receive, and give receipt for, monies due and payable to WWLF from any source whatsoever
* Have charge and custody of, and be responsible for, all funds and securities of WWLF
  + All WWLF funds will be timely deposited by WIA after review and reconciliation by the Treasurer
  + WWLF funds will be deposited in banks or other depositories selected by WIA
  + WIA shall maintain WWLF funds for use by WWLF and in connection with WWLF business
* Disburse, or cause to be disbursed by WIA, the funds of the WWLF as may be directed by the Board, taking proper vouchers for such disbursements
* The Treasurer shall assist WIA with keeping and maintaining adequate and correct accounts of WWLF monetary transactions, including WWLF assets, liabilities, receipts, disbursements, gains and losses
* Exhibit, at all reasonable times, the books of account and financial records to any ED or member of the ELT, or to WIA as requested
* Render to the President, member of the ELT, or ED, whenever requested, an account of any or all of her transactions as treasurer and of the financial condition of the organization
* Prepare, or cause to be prepared, the annual report and financial statements to be included in any required reports
* Chair the budget committee and prepare the budget for adoption by the organization
* Assemble committee(s) to assist with duties as needed
* In general, perform all duties incident to the office of the Treasurer and such other duties as may be required by law or by these Policies and Procedures, or which the Board or WIA may prescribe from time to time