



## VOLUNTEER FORM 2017-2018

Below is a brief description of the duties associated with the committees that comprise the KFBPW Leadership Team. Please complete the form provided and indicate your areas of interest.

### STANDING COMMITTEES

**Aspiring Professional:** Coordinate and promote the Aspiring Professional Program on the state level and assist in developing programs on local and regional levels.

**Bylaws:** Review and approve amendments to local organization bylaws; review the amendments bylaws approved at the annual state convention to determine if any mandatory changes to the local organization bylaws are required; prepare and/or present any proposed state bylaws amendments to the state convention body; inform local organizations of any and all required changes to local bylaws.

**Finance:** Develop and monitor the annual budget for KFBPW.

**Issues Management:** Educate and inform local organizations about the KFBPW issues; Organize program(s) or project(s) around those issues.

**Legislation:** Responsible for developing KFBPW's legislative platform; Understand and educate members about KFBPW's state legislative platform; identify and inform locals of pending and prospective state and national legislation of particular interest to women and how it relates to our legislative platform and public policy issues. Educate and involve members in the legislative process;

**Membership:** Responsible for membership retention and recruitment; develop a membership campaign for membership recruitment and retention. This position is as much as you can make it!

**Professional Development Program:** Assist locals in developing and coordinating a Professional Development program and/or competition focusing on increasing women's communication and leadership skills.

**Public Relations:** Communicate our message and activities to the public by interacting with the media and other organizations and by funneling information and local organization news to media outlets.

### SPECIAL COMMITTEES, TASK FORCES & APPOINTMENTS

**Database Manager:** Update and maintain KFBPW membership database; Create monthly membership report; Generate mailing list for *Kentucky Cardinal*; Generate mailing labels, membership reports, etc. as requested by local organizations and state leadership.

**Expansion Task Force:** Expand and revitalize the number of local organizations in Kentucky; assist struggling locals with revitalization strategies upon request.

**Kentucky Foundation Board:** Willing to serve on the Board of Trustees for a three year term.

**Interim Board Contact:** Coordinate and plan all activities surrounding Interim Board of Directors meeting.

**Internal Auditor:** Provides the independent check of the financial records of the state organization

**Kentucky Cardinal Editor:** Prepare, with input from KFBPW President, all issues of *The Kentucky Cardinal* for publication, Coordinate advertising sales for *The Kentucky Cardinal*; Urge locals to solicit for advertising and/or obtain advertising contacts; Follow up on all contacts.

**Kentucky Professional Women's Week Chair:** Organize nominations from local organizations for Woman of Achievement, Woman of the Year and Business Equity Award candidates for presentation at Interim Board meeting; obtain judges to make selection for state winner.

**Legal Advisor:** Advise president and Board of Directors on any necessary legal matters.

**Mentoring:** Develop and establish a program to provide the opportunity to connect women as both mentors and protégés to share career knowledge and professional experience(s).

**State Convention Contact:** Coordinate and plan all activities surrounding the KFBPW State Conference.

**Webmaster:** Maintain website for KFBPW information, activities and other uses as defined by the Executive Committee.

Return this form to Diane Croney-Turner, 26 Harton Place, Hopkinsville, KY 42240. If you have any questions, please contact Diane at [crony0803@gmail.com](mailto:crony0803@gmail.com) or via cell phone at (270) 881-0265.

Thank you in advance for volunteering your time and talents!!!

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone(s)** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Areas of Interest (check as many as you wish)**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Aspiring Professional              | <input type="checkbox"/> Bylaws                   | <input type="checkbox"/> Finance                  | <input type="checkbox"/> Issues Management |
| <input type="checkbox"/> Legislation                        | <input type="checkbox"/> Membership               | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Public Relations  |
| <input type="checkbox"/> Database Manager                   | <input type="checkbox"/> Expansion Task Force     | <input type="checkbox"/> Interim Board Contact    | <input type="checkbox"/> Internal Auditor  |
| <input type="checkbox"/> Kentucky Foundation                | <input type="checkbox"/> KY Cardinal Editor       | <input type="checkbox"/> Legal Advisor            | <input type="checkbox"/> Mentoring         |
| <input type="checkbox"/> Kentucky Professional Women's Week | <input type="checkbox"/> State Convention Contact | <input type="checkbox"/> Webmaster                |  |

Other areas of interest \_\_\_\_\_