



VOLUNTEER FORM 2019-2020

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; assist in developing AP programs on local and regional levels; assist regional aspiring professional candidates in preparing for program at State Conference.

Bylaws: Review and approve amendments to local organization bylaws; review the amendments bylaws approved at the annual state conference 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 conference body; inform local organizations of any and all required changes to local bylaws.

Finance: Develop and monitor the annual budget for KFBPW.

Issues Management/Legislation: Responsible for developing KFBPW's legislative platform; Understand and educate members about KFBPW's state legislative platforms; Educate and inform local organizations about the KFBPW issues; Organize program(s) or project(s) around those issues; 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, recruitment and mentoring; Develop a membership campaign for membership recruitment and retention; 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). This position is as much as you can make it!

Professional Development Program: Assist locals in developing and coordinating an 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 *The 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. The Foundation Board is responsible for selecting and awarding scholarships and grants; Solicit funds for scholarships from KFBPW members and locals as well as businesses; hold fundraising events at Interim Board and State Conference.

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, Women of the Year, and Businesses Promoting Women Award candidates for presentation at State Conference meeting; obtain judges to make selection for state winner.

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

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 Cathy Hughes, 610 Kerry Ct., Franklin, KY 42134. If you have any questions, please contact Cathy at mamahughes1978@yahoo.com or via cell phone at (270) 791-3688.

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

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Name _____

Address _____

Phone(s) _____

E-Mail _____

Areas of Interest (check as many as you wish)

- | | | |
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| <input type="checkbox"/> Aspiring Professional | <input type="checkbox"/> Bylaws | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Issues Management/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"/> Kentucky Foundation | <input type="checkbox"/> Interim Board Contact | <input type="checkbox"/> Internal Auditor |
| <input type="checkbox"/> KY Cardinal Editor | <input type="checkbox"/> Kentucky Professional Women's Week | <input type="checkbox"/> Legal Advisor |
| <input type="checkbox"/> State Convention Contact | <input type="checkbox"/> Webmaster | |

Other areas of interest _____