**GOVERNING BOARD OPEN POSITIONS**

\*Monthly Board Meetings

**President**

*Do you have a vision of how W3A should continue to grow and the patience to help guide it?*

* Provide executive leadership to the organization.
* Call and preside over meetings of the governing board and the membership
* Stay informed of College and W3A activities and policies and ensure the information is disseminated appropriately to W3A
* Act as a liaison between W3A and the WCAA and submits an annual report of the organization’s activities to the WCAA office as required. In consultation with the Governing Board, she shall appoint the chairs of all committee
* Serve as ex officio on all committees, except the nominating committee

Commitment Level: High

Length of term: 3 years

**VP of Communications**

*Do you have an eye for layouts and sharp editing skills?  Can you manage W3A’s correspondences and develop group awareness and recognition?*

* Prepare and send out bi-monthly newsletter
* Monitor and respond to general email account
* Prepare and send any emails out to W3A members
* Work with Facebook Officer

Commitment Level: High

Length of term: 3 years

**VP of Membership & Engagement**

*Do you enjoy analyzing numbers and increasing active participation?  Can you track the data on who is getting involved with W3A activities and to ensure member inclusion and capitalize on member interests through surveys and event feedback?*

* Identify areas for growth opportunities
* Work to re-engage and encourage active membership
* Work with LinkedIn Officer

Commitment Level: High

Length of term: 3 years

**VP of Alumnae Insights**

*Interested in interviewing alums of every industry and age?  Help build our database of alumnae profiles to showcase in our bi-monthly newsletters.*

* Submit completed interview materials to VP of Communications for inclusion in Newsletter
* Connect with diverse alumnae to interview and write spotlights

Commitment Level: High

Length of term: 2 years

**VP of Administration**

*Is organization your passion?  Help schedule and track board meetings by recording meeting minutes, manage the W3A Google drive to maintain files and preserve institutional memory.*

* Organize monthly board meeting dates and times
* Attend every board meeting to keep meeting minutes
* Keep copies of files organized in Google drive

Commitment Level: Medium

Length of term: 2 years

**OFFICER POSITIONS**

\*Meetings as organized by President(s) and relevant VPs

**Director of National Programming**   
*Have a fondness for coordinating events?  Help work with local club chapters to develop relationships with SIG liaisons.*

* Works with VP of Programming
* Oversees US-based regional representatives through email and check in phone calls
* Manages the regional rep spreadsheet in Google Drive
* Guides regional reps in planning their events according to the handbooks???
* Share online content
* Coordinate with Directors of Programming to post event information/reminders

Commitment Level: Medium

Length of term: 2 years

**Fundraising Coordinator**

*Are you a creative entrepreneur interested in identifying possible sources of funding and running campaigns?  Help with raising money for W3A’s national events.*

* Works with VP of Finance
* Initial Goal: Raise funds to help support new board member attendance to ALC in October

Commitment Level: Medium

Length of term: 2 years

**Young Alumna Representative**

*Not ready to completely leave the Wellesley bubble?  Stay connected to campus in order to share updates on how the AA community is continuing to grow along with the diversity initiatives.*

* Work with Karen Shih/perhaps a student representative of the Pan Asian Council to write short news updates of relevant campus activities to be sent to VP of Communications to include in bi-monthly newsletter
* Assist with Senior Letter preparations for following year & recruitment of next Representative
* Creates events within W3A Facebook group

Commitment Level: Medium

Length of term: 1 year

**Regional Representatives**   
*Plan and coordinate local W3A events*

- Keep Director of National Programming updated on plans  
- Spread the word about W3A to new members  
- Collaborate with regional Wellesley clubs to provide and advertise programming

Commitment Level: Medium

Length of term: Per event / Based on volunteer’s availability, preferably 1 year

**Facebook Chair** (1 year)

*If you're social media savvy and like keeping the pulse of the latest AA related news, we want you!*

* Works with VP of Communication

Commitment Level: Low

Length of term: 1 year