

Women's Division Hampton Roads Chamber of Commerce Chesapeake

Interest Survey and Biography Request

Each year a committee is selected to fill Officer, Board of Directors, and Appointed positions for the Women's Division. In order to make that process more manageable, and avoid unnecessary calls, a survey of interest has been created. This will help the WD call only interested parties, and let them know what positions you are interested in.

A Biography is also needed for all members interested in filling one of these positions.

Please place a checkmark in the box in front of the position you would like to be considered for. An explanation of duties is listed below each position. Please return the completed document to Midge Woods or any current Board member as soon as it has been completed. A copy of this document, once approved, will be included in the Shipmate and on the webpage on the Membership page. <http://wdhrcc.org>

Officer Positions

President

The President shall preside at all Board of Directors and all membership meetings of this body and shall perform such duties as commonly pertain to this office. The President shall be an ex-officio member, without vote, of all committees except Nominations and Audit Committees and shall be notified of all meetings. Page 3 of 6

The President shall annually conduct an orientation for all members of the Board of Directors prior to the March Board meeting. The orientation shall include an overview of the By-Laws and Policies of the organization as well as key dates for the upcoming year.

At the end of her term, the President shall pass her notebook to the incoming President for reference during her term of office. Upon installation of the next President, the notebook will be placed in the Wallace Room at the Chesapeake Public Library in Great Bridge with history from 1967 to present.

The President shall be a member of Hampton Roads Chamber of Commerce, Chesapeake, Board of Directors, with such powers, duties, and privileges as granted by that body.

1st Vice President

The First Vice President shall preside in the absence of the President should the President's chair become vacant. The First Vice President shall fill the unexpired term and shall assume all responsibilities of the President. The First Vice President shall assume all administrative duties encompassed in the section of the Outstanding Woman of the Year of Chesapeake, including providing ballot and biographical information for each nominee to the Communications Committee Chair, and shall appropriately honor her at the Annual Banquet.

2nd Vice President

The Second Vice President shall fill the office of the First Vice President should that office become vacant. The Second Vice President shall serve as Chairman of the Programs Committee and shall determine programs for all meetings.

Corresponding Secretary

The Corresponding Secretary shall conduct the correspondence of this body as directed by the President. She shall obtain a minimum of three (3) bids for the printing of one official letterhead and envelopes and shall be responsible for ordering, obtaining and distributing same as needed by Board members. She shall annually submit an estimated budget to the Budget Committee prior to March 20. The Corresponding Secretary shall be responsible for annually preparing and mailing ballots to the membership for election of officers and members of the Board of Directors.

Recording Secretary

The Recording Secretary shall record the minutes of all Board of Directors, membership and special meetings of this body. In addition, the Recording Secretary shall call the roll for the members of the Board of Directors at all such meetings and record the results as part of the minutes. Copies of the minutes shall be sent to the President at least five (5) days before the next meeting.

Treasurer

The Treasurer shall maintain records of the accounts of the Women's Division of the Hampton Roads Chamber of Commerce, Chesapeake and shall make disbursements according to the budget. Any other expenditure shall be authorized by the Board of Directors. The Treasurer shall serve as Chairman of the Budget Committee. The Treasurer shall prepare and submit an Annual Budget to the Board of Directors at the April Board of Directors' meeting.

The Treasurer shall be bonded by a bonding company whose agent is a member of Hampton Roads Chamber of Commerce, Chesapeake, if available. The Treasurer shall make financial books and records available for audit as required by the bonding company. The Treasurer shall keep a membership roster that includes addresses and electronic addresses if provided by members. All funds shall be deposited in the accounts of the Women's Division of the Hampton Roads Chamber of Commerce, Chesapeake and shall be deposited in a Chesapeake bank.

Assistant Treasurer

The Assistant Treasurer shall be responsible for receiving monies from the Hospitality Chairman at all meetings, including the annual meeting, and forwarding such funds to the treasurer. She shall serve as a member of the Hospitality Committee and Budget Committee. The Assistant Treasurer shall assume such other duties as determined by the Board of Directors.

Terms of office for Officer Positions

The President, First Vice President, and Second Vice President are to be elected for a term of one (1) year and are not eligible for reelection to the same office the following year. They shall have previously served on the Board of Directors.

The Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer may serve two (2) consecutive terms of office for one (1) year each. The Treasurer shall have previously served on the Board of Directors.

Board of Directors Positions

Membership

Actively recruit members for the Women's Division with target audiences of women employed in business, industry, the professions and government.

Accept dues and forward to Treasurer. Provide names, addresses, place of business, telephone numbers and, when appropriate, e-mail addresses of new members to the Treasurer, Corresponding Secretary, and Communications Chair/"Shipmate" editor.

Prepare a "Welcome Aboard" packet for all new members; this is to include Hampton Roads Chamber of Commerce developed publications and a copy of the Women's Division, Hampton Roads Chamber of Commerce, Chesapeake Bylaws and Policies and a membership roster.

Recognize new members at membership meetings.

Recognize Miss Chesapeake with an one-year Honorary membership at the May meeting.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Ways and Means

Be responsible for all fund raising activities of the Women's Division and shall involve the membership in the same.

Have its chairman serve as a member of the Budget Committee.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Education

Provide recognition of a "CPS Outstanding Student." The "CPS Outstanding Student" shall be chosen annually. The selection shall be conducted on a rotating basis among the city's public high schools and the Chesapeake Center for Science and Technology. Selection shall be according to the guidelines attached to these policies.

Annually award a scholarship in the amount of \$1500.00 to the "Outstanding Student." This award is presented to our scholarship recipient at the May membership meeting.

Annually award a scholarship in the amount \$1000.00, to a woman returning to college at Tidewater Community College or another accredited college, technical school or specialty school such as nursing. This scholarship should be given to a Chesapeake resident, be need based and coordinated with the chosen institution to choose the recipient. The scholarship recipient is presented at the September membership meeting.

Be responsible for presenting small, donated items to each new teacher as a token of "Welcome" from the Women's Division. Items of a political nature are not to be included. This will take place at an appropriate event or be which is given at the beginning of each new school term.

Recognize Chesapeake School system's Teacher of the Year honorees with a small token of congratulations.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Community Service

Plan activities beneficial to the city and its citizens to include, but not limited to, collection and distribution of articles to recognized groups, or individuals, in need.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

School supplies collected at the September membership meeting shall be given to Chesapeake Title I Public Schools in order of rotation:

- 2011 Camelot Elementary
- 2012 Truitt Intermediate
- 2013 Rena B. Wright Primary
- 2014 Georgetown Primary
- 2015 Thurgood Marshall Elementary
- 2016 Carver Intermediate
- 2017 Sparrow Road Intermediate
- 2018 Portlock Primary
- 2019 Southwestern Elementary
- 2020 Treakle Elementary School

Communications

Be chaired by the editor of the "Shipmate."

Edit the "Shipmate" as the official communication of the division and send copies to all members. Distribution may be by printed or electronic copy as chosen by the member. When necessary, the Editor of the Shipmate will poll the membership for their choice of distribution method.

Submit to the President for approval the final proof of the "Shipmate" prior to production.

Coordinate with Board of Directors to communicate information to the general membership, including the formulation and distribution of the annual Membership Directory, which may be distributed either by printed copy or electronic copy.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Hospitality

Make all arrangements for the Women's Division membership meetings, held in March, May, September and November regarding:

Specific dates, times, locations and costs, invitations, table arrangements, seating, name tags, place cards, decorations, and social hours.

Any member may bring a guest to any membership meeting provided prior notice has been given to the Hospitality chairman.

The Hospitality Committee shall support the First Vice President in preparation for the annual meeting.

Keep custody of all hospitality properties of the Women's Division articles including the Clipper ship and the Women's Division banner. At the expiration of the chairman's tenure, these items shall be sent given to the next Hospitality chairman for custody.

Cooperate and coordinate with other committees for any special events and activities of this body which require food services, including food provided at meetings of the Board of Directors.

Up to five (5) of the following will receive complimentary dinners at the meetings:

- Scholarship winners and one guest per winner
- Miss Chesapeake

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Shall oversee the Sunshine Committee

Cultural

Work on projects promoting the cultural and fine arts developments within the city of Chesapeake.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Public Relations

Provide articles, announcements, etc., to the news media regarding special recognition of members, Woman of the Year, Outstanding Student, and news of activities and events of the Women's Division.

Acquire information regarding special recognition of any member and provide the editor of the "Shipmate" with articles regarding same (such as recognition/honors related to job, community, or organization accomplishments) and recognize these members at membership meetings.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Local Government

Recognize recipients of "Chesapeake Business Beautification Award" according to guidelines attached to these policies.

Encourage all members to be registered voters.

Organize voter registration drives in Chesapeake high schools in conjunction with the voter registrar's office.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Historian

Collect and organize a history of the Women's Division since its inception and shall keep same updated annually. This history shall include lists of all officers and directors (provided this information is available). The Chair of the Historical Committee will be responsible for storage of this material.

Take appropriate pictures of persons, activities, and events for the Immediate Past President's "Activities Book" and for the historical record of the Women's Division.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

By-Laws

Annually, or as needed, review the bylaws and policies and propose any changes deemed necessary. The review and amendment should be conducted to present any proposed changes at the November meeting of the membership.

Be responsible for the printing and distribution of copies of the bylaws to all members. Distribution may be by printed or electronic copy as chosen by the member.

Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

Telephone

Be responsible for contacting board members prior to each board meeting.

Be responsible for contacting members as directed by the board for special needs.

Coordinate with Communications Chair and other Board Members as necessary for information regarding the individual members choice of contact by telephone or electronic means.

Terms of Office for Board of Directors

The term of office for each member of the Board of Directors, except the Executive Committee and the immediate Past President, shall be two (2) years. Six of the members of the Board of Directors shall be

elected in even years and six in odd years and shall assume office immediately following the February installation of officers. The positions of Chaplain and Parliamentarian may be reappointed for a second one-year term.

After a two (2) year term, a director of the Board of Directors shall be ineligible for reelection to the Board for at least one (1) year. The exception shall be a director moving into an officer position. A retiring officer must leave the board for at least one (1) year before returning to the board in an elected or appointed position.

Appointed Positions

Parliamentarian

Chaplain

The positions of Chaplain and Parliamentarian may be reappointed for a second one-year term.

Biography

Please list the highlights of your life experiences, both personal and professional. Experience within the Women's Division should be emphasized.