

# University Career Women

## DESCRIPTION of BOARD ROLES

### **President-elect (2-year obligation)**

Serve in capacity of president when the president is unable to serve • lead membership development and benefits • lead the elections process • assist and serve as mentor to directors at large • work with the president and Board on bylaws updates (*This is the only office that requires prior service on the UCW Board; in second year moves to role of president.*)

### **Financial Coordinator (1 year)**

Collect and process dues and other revenues • maintain ASU Advantage account and bank account • process reimbursements and pay bills • provide monthly budget report to the Board • maintain membership roster and mailing list using your Excel, Access, and/or Outlook experience • Order food and maintain business meal forms for events

### **Communication Coordinator (1 year)**

Write, design and distribute communications to members and prospective members (digital flyers, e-invitations, Eventbrite RSVP pages, emails, PowerPoint slideshows, tabling materials) • update UCW website and social media  
• continue to build and promote the UCW brand

### **Recorder (1 year)**

Record notes of Board meeting actions and other meetings as requested by the president • maintain records and history of the organization • distribute minutes of Board meetings to Board members • work with the president to develop meeting agenda • arrange for meeting rooms and notify Board members of meetings

### **Director at large (membership) - Tempe campus (1 year)**

Focus on various projects and initiatives, with special emphasis on building UCW membership at Tempe campus.

### **Director at Large (membership) - Tempe campus (1 year)**

Focus on various projects and initiatives, with special emphasis on building UCW membership at Tempe campus.

### **Director at Large - Downtown Phoenix campus (1 year)**

Focus on various projects and initiatives and work to increase membership and coordinate UCW events at the Downtown Phoenix campus.

### **Director at Large - Polytechnic campus (1 year)**

Focus on various projects and initiatives and work to increase membership and coordinate UCW events at the Polytechnic campus.

### **Director at Large - West campus (1 year)**

Focus on various projects and initiatives and work to increase membership and coordinate UCW events at the West campus.