

Executive Committee

Minimum Expectations:

- Bring serious Mission-related issues impacting membership to the Board for action proposals
- Prioritize attendance at all in-person board meetings and calling in to all phone board meetings
- The use of committee members to delegate tasks is encouraged, but members of the Executive Committee are ultimately responsible for these tasks.
- Recruit \$500 in sponsorship dollars (annual, event, or journal) (alternate expectation will be provided if not allowed due to your ethics rules governing your position)
- Visit one chapter that is not your home chapter as a representative of FAWL
- Renew membership by July 1 (with strong encouragement to become a Mattie Belle Davis Society Member)
- Send one social media post per month to PR Director related to your role or FAWL’s Mission generally

President-Elect	<ul style="list-style-type: none"> • Chair Governance • Chair Programs • Attend Voluntary Bar Leaders Conference • Attend Bar Leadership Institute • Serve on nominating committee • Lead FAWL participation in Latimer Luncheon • Draft Diversity Grant • Orientation of New Board Members including Chapter Reps at Annual
Secretary	<ul style="list-style-type: none"> • Take minutes at board meetings and circulate revised minutes within <u>one week</u>. • Call for board reports two weeks prior to meetings. • Create Board Meeting Agenda with links to reports. • Ensure agendas are loaded to website • Send out three bullet points on FAWL action following each board meeting for publication on social media
Treasurer	<ul style="list-style-type: none"> • Review monthly financial reports to advise board of status and areas of concern in advance of publication of agenda • Prepare proposed budget for following fiscal year in cooperation with President-Elect and Executive Director. • Provide oversight for banking transactions and Quickbooks. • Review and approve certain reimbursements. • Review tax filings.
Development Director	<ul style="list-style-type: none"> • Update and add to list of potential corporate and legal sponsors for annual sponsorships, event sponsorships, and Journal sponsorships. • Prepare sponsor recruitment letters to be mailed second week of July and coordinate board member individualized follow up that week • Maintain sponsor relationships
Journal Editor	<ul style="list-style-type: none"> • Responsible for content of bi-annual Journal. • Must be skilled at management and engagement of large committee • Recruit sponsors for ads. • Ability to set and meet deadlines is critical.
Membership Director	<ul style="list-style-type: none"> • Create membership campaigns for launch in July and March. • Enact membership renewal drive prior to clearing roster of expired members.

	<ul style="list-style-type: none"> • Report monthly on membership totals • Coordinate Chapter outreach visits • Host quarterly Membership calls with Chapters • Problem solve miscellaneous membership issues with Chapter leadership
Public Relations Director	<ul style="list-style-type: none"> • Draft press releases on FAWL activities/issues critical to FAWL members and maintain list of press contacts throughout Florida • Monthly E-newsletter (Constant Contacts) • Frequent engaging social media posts on Facebook and Twitter
Legislative Director	<ul style="list-style-type: none"> • Primarily responsible for Lobby Days event – both programming and issue selection. • Coordinate with TWL on joint luncheon during Lobby Days. • Ensure outreach to Legislators for Legislative Reception • Monitor legislative activities impacting membership for referral to fast track. • Chair Fast Track Committee
Young Lawyers Committee Chair*	<ul style="list-style-type: none"> • Hold program targeting issues impacting FAWL’s young lawyers • Attend YLD Board of Governors meetings (partial reimbursement available) • Cross-report on YLD activities/chapter opportunities and FAWL activities/areas where YLD support is needed
*This position is filled by appointment of President-Elect.	

Committee Chairs and Liaisons

Minimum Expectations:

- Same as above
- Additional Committee Chairs will be appointed if needed
- Committee Chairs do not have a vote at board meetings, but are encouraged to contribute to the discussion
- Positions filled by appointment of President-Elect

Awards	<ul style="list-style-type: none"> • Update awards applications. • Coordinate committee consideration and delegation applications for FAWL award. • Plan recognition of award winners at Annual • Nominate FAWL and its members for outside organization awards.
JNC Oversight	<ul style="list-style-type: none"> • Educate Chapters about benefits of JNC Oversight • Monitor JNC press releases to inform relevant chapter of opportunity for oversight • Report any questions of concern to JNPC Chair and Office of General Counsel
NAWL Representative	<ul style="list-style-type: none"> • Attend NAWL meetings as FAWL’s representative with partial reimbursement available, if needed • Report back to FAWL board on issues/programs
NCWBA Representative	<ul style="list-style-type: none"> • Attend NCWBA meetings as FAWL’s representative with partial reimbursement available if needed • Report back to FAWL board on issues/programs

