

AWMAI Board Position Descriptions

EXECUTIVE DIRECTOR

executive@awmai.org

In addition to creating the agendas and running the meetings, the position of executive director is the “voice and face” of the organization-in all aspects of outreach and representation of the principles, guidelines and bylaws of AWMAI. This works well for someone who is a “people person” and enjoys connecting and working with a close-knit team, as well as being able to stand up and speak to a crowd. This position requires someone who can, “see the big picture-while working on the details”, support and encourage others and has good communication skills both face to face and online. This position requires a monthly commitment of 2-4 hours-including the monthly 1 hour phone meeting. During conference preparation, the hours can be from 2-6 per month. The benefits of this position are reimbursement for some costs to attend the annual conference, discounts to our sister organizations events, meeting and working with incredible women who share the vision of “Teaching the Teacher”-Sharing our Knowledge with the World, and representing an organization that supports and encourages women and girls to “be the best they can be”.

ADMINISTRATIVE DIRECTOR

admin@awmai.org

The position of administrative director is one of support for all of the other board positions. It is best suited for someone who enjoys making connections and supporting her friends on the board. Good proofreading and editing skills are important for aiding in the production of the newsletter. An administrative director who enjoys the design process is ideal although support for newsletter and website design is available. On average, 2-4 hours per month is required to contribute fully in this position. The benefits of the position of administrative director include reimbursement for some costs to attend the annual conference, discounts to our sister organizations events, learning new skills in website design and email marketing and, of course, the satisfaction of helping to communicate with female martial arts teachers throughout the world.

FINANCIAL DIRECTOR

treasurer@awmai.org

The Financial Director’s position is both functional and advisory in supporting all of the other board positions. If you like working with numbers, can balance a checkbook and are good at stating the facts for the benefit of the organization then this could be your opportunity to shine. A good understanding of simple accounting principles and a willingness to learn Quick Books will ensure your success here. In your functional capacity, you will receive and deposit funds, maintain bank records for the checking and credit card accounts, and handle IRS reporting duties. You also play an important advisory role to the board and organization by providing financial reports such as Operating Expenses Reports and Conference Profit and Loss Statements. You will also provide a short article to the organization’s newsletter on a quarterly basis. On average, 2-4 hours per month is required to contribute fully in this position, although more could be necessary leading up to and following an event. The benefits of filling the Financial Director position include reimbursement for some costs to attend the annual AWMAI conference as per the reimbursement Policy, learning new skills leadership, communication and organizational dynamics. Not to mention, the satisfaction of guiding a world class organization of female martial arts instructors into a prosperous future.

EVENTS DIRECTOR

events@awmai.org

The position of Events Director is the key contact person between the meeting venue and AWMAI. The Events Director position is best suited for someone who is organized, can meet deadlines, is willing to negotiate on behalf of AWMAI, and work well with amazing women. Being able to anticipate needs is a great asset for this position as well as quick thinking for when everything does not go as planned. Good proofreading and editing are important for aiding in putting together the conference booklet, as well as for any contracts and BEO (Banquet Event Orders) through the event location. Someone who is well versed in social media is a plus, but can be learned while in the position.

On average, 2-4 hours per month is required to contribute fully to this position. When researching venues for the next year. As the conference gets closer, there may be a bit more time (maybe 1-2 hours per week) needed to fulfill the duties. The benefits of the position of Events Director include reimbursement for some costs to attend the annual conference, learning new skills in negotiation and contracts, as well as serving our community of martial arts instructors throughout the world.

CERTIFICATION DIRECTOR

certification@awmai.org

The Certification Director is an administrator for the AWMAI Hall of Fame and Rank Certification Program. The position specifically deals with identifying and processing the induction of master level martial artists into our growing Hall of Fame. Additionally, the Certification Director coordinates Rank Recognition & Promotion Certification for all stylists that meet the specific criteria established by the board of directors. The time commitment needed is limited to about 2-3 hours per month. The person best fitted for this job should enjoy reaching out to qualified women in the martial arts community at large and following up on administrative tasks in a timely fashion.

The general benefits of this position are primarily being able to interact with master level instructors both domestically and abroad. Growing these relationships not only benefits the organization, but helps the individual stay connected and inspired in the martial arts. Other benefits include reimbursement for some conference costs and discounts to events produced by our sister organizations.

Volunteer interested in a position on the AWMAI Board of Directors must fill out an application, and submit statements of qualifications.

Board members are selected in accordance to the bylaws of AWMAI.

Additional Discounts: PAWMA & NWMAF honor a discount for their conferences/camps for current board members.

TERMS: The AWMAI board of directors can vote to extend the terms of each position as needed. There is a minimum term for all board members of 2 years to warrant discounts to conferences.

From AWMAI Bylaws:

1. Executive Director- executive@awmai.org *Minimum 3 year term-with extension via vote by Board of Directors

- (a) Presides at conference calls
- (b) Sets the agenda in consultation with the Board and provides advance copy to Board members
- (c) Calls meetings to order, ensures that all agenda items are discussed, and adjourns meeting.
- (d) Ensures that all items requiring a vote are voted upon and votes recorded
 - i. Presides over opening ceremony, Board meeting, and closing ceremony at the annual AWMAI conference
 - ii. Receives funds and makes payments
 - iii. Contracts
 - iv. Is a principal "voice" and "face" of the organization on social networks and e-mail, making regular posts and announcements as appropriate to advertise conferences and other events
 - v. Coordinates solicitation and review of trainer applications for annual conference
 - vi. Drafts conference schedule

2. Administrative Director- admin@awmai.org *Minimum 3 year term-with extension via vote by Board of Directors

- (a) Maintains the principal office of the organization
 - (b) Keeps minutes of conference calls
 - (c) Supervises production and publication of quarterly newsletter
- Produces conference evaluation instrument and writes evaluation report
Keeps records and documents

3. Financial Director- treasurer@awmai.org *Minimum 2 year term-with extension via vote by Board of Directors

- (a) With the Executive Director receives funds and makes payments using the AWMAI credit card and checking account.
- (b) Keeps all financial records using Quick Books
- (c) Prepares financial statements
- (d) Prepares and pays taxes

4. Events Director- events@awmai.org *Minimum 2 year term-with extension via vote by Board of Directors

- (a) Coordinates details of annual conference
- (b) Organizes negotiates, and signs contract with the venue
- (c) Coordinates communication with venue, AV equipment provider, shuttle services, catering, and other services as needed
- (d) Receives trainer bios and class descriptions and provides them to website manager in a format suitable for posting to the website, Facebook, and other venues
- (e) Produces conference handbook
- (f) Works with other Board members to advertise the conference through social networking, e-mail, newsletter, etc.

5. Certification Director- certification@awmai.org *Minimum 3 year term-with extension via vote by Board of Directors

- (a) Manages Hall of Fame
- (b) Accepts and processes applications for rank recognition, rank promotion, and honorary rank certification. Coordinates certification board
- (c) Develops additional certification programs as desired by the Board in consultation with the membership
- (d) Advertises rank promotion and recognition service in advance of annual conference
- (e) Produces certificates for award at annual conference