

**Accounting & Financial Women’s Alliance**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAPTER

JULY 1, 2013 – JUNE 30, 2014

Congratulations, you have been selected by the membership to lead the chapter for the upcoming year!

This will be a great year and I look forward to working with each of you. The information shown below should be of help to you in planning your time. I commit to you and the members to lead in a respectful way, honoring your commitment.

My contact information is:

Email: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](mailto:barbara_steelman@yahoo.com)

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Benefits:**

* Professional recognition
* Leadership skills enhancement
* Firsthand involvement in setting future direction for the chapter
* Enhanced networking on a local and national level
* Resume building experience

**Responsibilities:**

* Attend general meetings
  + \_\_\_\_\_ regular meetings (*ex 4th Tuesday of each month*)
  + Special meetings: (*ex PR Dinner, Student Night*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Attend and actively participate in board meetings (*Be specific if dates are known*)
  + Planning meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_ In-person or conference call board meetings
* Promote AFWA in your professional life
* Lead function (including Committee oversight) as defined in specific role
* Conduct your duties honestly and ethically
* Help establish strategic direction for chapter

I have read and understand the responsibilities of my role as a leader of this chapter and agree to abide by duties and expectations listed above.

Full name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_