

# **AZWEC**

## **Open Board of Directors/Committee Positions**

### **BOARD OF DIRECTORS POSITION:**

#### **Marketing/Communications Director:**

##### **Responsibilities:**

Marketing activities and communications with members and the public. In charge of Webmaster, Newsletter Editor, and Social Media Officer. Ensures website is up to date and operational via Webmaster. Ensures Newsletter is written and distributed on a timely basis via Newsletter Editor. Responsible for Social Media messaging to grow the Club, keep members informed and promote our activities, via Social Media Officer. Perform the duties of Webmaster, Newsletter Editor, and/or Social Media Officer in their absence

##### **Skills:**

Experience in Marketing/Communications with a goal to grow an organization and improving Members' experience with the Club. Proactive attitude towards creating new ideas to achieve these goals. Experience in the use of websites, Social Media and Newsletters.

### **COMMITTEE POSITIONS:**

#### **Board Nominations Officer:**

##### **Responsibilities:**

Work with President Elect to decide which positions need to be filled for the coming year. Arrange Nominations process. Report to Board on Nominations. Arrange for Membership voting on Nominated Candidates. Announce Nominations to Board/Committees.

##### **Skills:**

Good organizational skills, good communicator. Knowledge of Jotform (or similar) a bonus.

#### **Education Officer:**

##### **Responsibilities:**

Responsible for creating and running an Education Program for AZWEC Members. Arrange speakers/topics for Zoom Presentation or Live presentations. Help to promote WE educational events via with the Marketing/Communications Committee.

##### **Skills:**

Good knowledge of WE. Good organizational and communications skills. An appreciation/understanding of rider/Member educational needs. Zoom experience.

### **Documentation Officer:**

#### **Responsibilities:**

Creation and maintenance of AZWEC Policies and Procedures Manual. Liaison with other Board Members and Officers to help create the documentation which covers their specific areas.

#### **Skills:**

Excellent English spelling and grammar skills. Word processing and presentation skills. Editing skills. Attention to detail of formats and presentation of documentation.

### **Membership Officer:**

#### **Responsibilities:**

Managing the Membership of AZWEC. Reporting to the Board on Memberships numbers. Liaising with Marketing/Communications to help grow Membership. Assist Members with renewals/payments.

#### **Skills:**

Good organizational and communication skills. A desire to work with people and provide a service. An interest in growing AZWEC Membership. Attention to detail.

### **Webmaster:**

#### **Responsibilities:**

Management of the current AZWEC website. Assist other Board/Committee Members in creating/maintaining the parts of the website that relate to their areas of responsibility. Keeping website up to date at all times.

#### **Skills:**

Experience with managing a website. Knowledge of Word Press, stand-alone plug ins, etc. Communication skills.

### **Social Media Officer:**

#### **Responsibilities:**

Promoting AZWEC and our events via various Social Media platforms, helping to increase attendance at events and add to our Membership.

#### **Skills:**

Knowledge of various Social Media platforms, such as Facebook, Tik Toc, Instagram, etc. Ability to create effective promotional/informational messages.

2/7/2024