Join the fun! Build your wonder skills! Become a board member for 2018-19

Self-nominations are encouraged!

Service on the UCW Board is a great opportunity to:

• develop new leadership abilities
• gain or use skills that may be outside your current role at ASU
• expand your ASU network and friendships across campuses
• raise your visibility
• energize yourself by giving back to the women around you!

**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 (events) - Tempe campus (1 year)**
Focus on various projects and initiatives, with special emphasis on coordinating UCW events 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.

*ARIZONA STATE UNIVERSITY*

Serving the growth and professional development of ASU women for 30+ years.