

Professional Women's Association Leadership Positions and Descriptions

Executive Committee

President(s)
Vice President(s)
Secretary(s)
Treasurer
Past President(s)
Vice-Chancellor for Institutional Advancement or designee
Heads of Sponsoring Departments or designee

Steering Committee

President(s)
Vice President(s)
Secretary(s)
Treasurer
Parliamentarian
Past President(s)
Membership Chair(s)
Publicity Committee Chair(s)
Program Committee Chair(s)
Community Service Chair(s)
Recognition and Awards Chair(s)
Website Maintenance Chair(s)
Immediate Co-Past Presidents
Vice-Chancellor for Institutional Advancement or designee
Heads of Sponsoring Departments or designee

Auxiliary Chairs and Committees

Membership Committee
Publicity and Publication Committee
Program Committee
Community Service Committee
Recognition and Awards Committee
Website Maintenance

Professional Women's Association

Job Description: President(s)

Focus: To provide leadership to the Steering Committee through direction, support, and recognition.

Main Responsibilities:

- *The President or Co-Presidents shall, in consultation with the Steering Committee, serve as the official spokesperson for the Association or shall delegate this function to other Association members.*
- *Shall preside at all meetings or designate an alternate.*
- *Shall be a voting ex officio member of all standing committees.*
- *Shall represent the Association on all UCSB committees and councils when asked to do so or shall designate another appropriate member to serve instead. For example, may be asked to participate on the Chancellor's Advisory Committee on the Status of Women (CACSW) at UCSB.*
- *Shall provide the UCSB Office of Community Relations with an annual financial and programmatic report at the beginning and close of each fiscal year.*
- *The President or one of the Co-Presidents shall cosign with the Treasurer all orders for disbursement of funds over the amount of \$1000.*
- Organize the annual retreat held prior to fall quarter. At this retreat, the Steering Committee sets the goals and programs, with the guidance from the Co-Past Presidents, to build framework for the upcoming year.
- In consultation with Treasurer, develop the projected budget for PWA and distribute at first Steering Committee meeting after retreat for approval.
- *The Steering Committee shall meet no less than monthly on days to be determined by the Committee at the initial meeting which shall be held no later than August 1st. The purpose of the Steering Committee meetings is to conduct business and hear status reports from all members. Furthermore, the Co-Presidents are encouraged to periodically meet with individual officers and committee chairs.*
- Responsible for assuring that all programs are in accordance with the organization's mission and bylaws and that they occur in a timely manner.
- Resolve problems and troubleshoot issues as needed.
- Assist Co-Past Presidents with the recruitment of new Steering Committee members (officers and chairs).
- Responsible for keeping a notebook/binder to pass to the next Co-Presidents during the Steering Committee's Summer Retreat. The Co-Presidents may choose to, but are not limited to, archiving history, timelines, procedures and tasks done. This should also include the end of year report that is submitted to the UCSB Office of Community Relations as well as all end of year reports from all officers and chairs.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Professional Women's Association

Job Description: Vice President(s)

Focus: To serve as the Co-Chairs to the PWA Conference Committee by leading meetings from September until the Conference takes place. These meetings should occur at least monthly, or as needed, and may be held during the lunch hour. *The Vice President or co-Vice Presidents shall serve as President-elect.*

Main Responsibilities:

- The Co-Vice Presidents attend the monthly PWA Steering Committee meetings to present all aspects of the PWA Annual Conference for approval. This must be done before the Conference Committee confirms these measures. For example, budget, theme, format, keynote speaker, presenters, entertainment, menu selection etc. must be presented, approved and confirmed.
- The Co-Vice Presidents meet as needed, at least once every other week, to formulate agendas and to attend to any other business. The meeting may take place during the lunch hour.
- Designate sub-committees for the Annual Conference depending on the size of the Conference Committee.
- Shall *provide guidance and direction to the standing committee chairs.*
- Responsible for contacting administrative departments on campus who have agreed to sponsor the Annual Conference.
- Collaborate with the Publicity Chair to advertise the Annual Conference via paper flyer, PWA listserv, and the "D" List. The Co-Vice Presidents and the Publicity Chair also collaborate to produce the Annual Conference brochure.
- Collaborate with the PWA Website Maintenance Chair to place Conference information and registration online.
- Responsible for keeping a notebook/binder of the Annual Conference to pass to the next Co-Vice Presidents during the Steering Committee's Summer Retreat. The Co-Vice Presidents may choose to, but are not limited to, archiving conference history, timelines, procedures and tasks done.
- *Shall, in the absence of the President(s), perform the duties of and exercise the powers of the President(s).*
- *Upon resignation of the President(s), shall assume the office of President for the unexpired term.*
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Professional Women's Association
Job Description: Vice President(s) - Continued
Annual Conference Timeline

Fall

Quarter Specific Events: Assemble committee
Schedule bi-monthly meetings
Select theme and workshop tracks
Review prior conferences
Discuss speakers and workshop sessions
Make sub-committee assignments

Quarter Specific Events cont.: Create budget
Design conference schedule
Confirm UCen availability
Confirm keynote and Chancellor's availability

Winter Quarter

Quarter Specific Events: Confirm date with Steering Committee
Select workshop sessions
Contact speakers and solicit their bios
Preliminary discussion of menu
Discussion of closing session
Input information on Website
Begin advertising on and off campus
Solicit drawing items
Send letter to MSO's for support of conference
Update Co-Presidents' letter for program
Draft conference booklet
Assign workshop facilitators

Spring Quarter

Quarter Specific Events: Send campus flyers
Test & activate registration via Website
Collect drawing prizes
Confirm menus
Final attendance count
Print booklet
Create conference day assignments

Professional Women's Association
Job Description: Vice President(s) – Continued

PWA Conference Sub-Committees

Marketing and Promotion (Publicity Committee)

Creates conference announcements using:

- Email
- Flyers
- Conference brochure

Sponsorship and Raffle

- Solicits sponsors
- Organize raffle
- Gift baskets or other packaging

Catering

- Consults with UCen about all food set-ups
- Researches & orders all food
- Oversees all food and linen set-ups
- Point person day of conference for food needs.

Registration

- Registration process
- Registration form
- Website liaison
- Processes and tracks registrations and fees (Treasurer)

Scholarships(R&A Committee)

- Announces, reviews, and approves conference scholarships

UCen set-up and Media

- Consults with speakers & UCen on all non-food set-ups
- Confirms all non-food set-ups
- Orders media set-ups
- Confirms all room and media setups day of the conference
- Speaker parking

Day of Conference

- Check-in table
- Check room and media set-ups
- Speaker introduction and evaluations form collection

Administrative & Misc.

- Confirmation and thank you letters to speakers
- Clean-up at end of conference

Professional Women's Association

Job Description: Secretary(s)

Focus: To keep an accurate record of PWA Steering Committee meetings and to keep the general membership informed of events and announcements.

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- *Prepares and distributes meeting announcements and agendas and keeps minutes of all general membership and Steering Committee meetings.* Co-Presidents or Program Committee may also prepare and distribute meeting agendas as needed.
- *A copy of all minutes will be sent to each Steering Committee member and a copy shall be made available to members on request.* Prepares the minutes and publishes them at the following meeting.
- Keeps the records of minutes from previous years and disseminates information from those minutes at the request of an authorized party.
- *Responsible for maintenance and dissemination of information on the listserv.* The Secretary coordinates with other PWA Steering Committee officers, especially the Membership Chair, to post periodic updates and event announcements on the listserv.
- Secretary shall be responsible for distributing PWA mail to appropriate Officer or Committee Chair and shall contact Mail Services in July to ensure that PWA mail is being forwarded to the Secretary's department mail code. The PWA mail code is 8627.
- *In the absence of the Treasurer, the Secretary(s) shall assume the duties of the Treasurer.*
- Responsible for keeping a notebook/binder to pass to the next Secretary(s) during the Steering Committee's Summer Retreat. The Secretary(s) may choose to, but are not limited to, archiving history, timelines, procedures and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Annual Timeline

Fall: Prepare for the monthly meetings of the Steering Committee
Prepare for the General Meeting
Listserve maintenance

Winter: Prepare for the monthly meetings of the Steering Committee
Listserve maintenance

Spring: Prepare for the monthly meetings of the Steering Committee
Prepare for the General Meeting
Listserve maintenance

Professional Women's Association

Job Description: Treasurer

Focus: *To receive all monies belonging to the Association, to authorize all invoices for payment, maintain accurate accounts of receipts and disbursements of funds, and report monthly to the Steering Committee on the financial status of the Association.*

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- The Treasurer complies with University policies and procedures in the discharge of her duties, including BUS-49 (Cash Handling), BUS-79 (Entertainment), G-29 (Travel) and the Administrative Guidelines for Support Groups. The Accounting Services and Controls Website has instructions and links to procedure that govern payment processing.
- Prepares, unless otherwise indicated, the appropriate forms and obtains the appropriate signatures for the disbursement of PWA monies.
- Is responsible for maintaining documentation to support all receipts and disbursements, and presenting them to University officials in compliance with Administrative Guidelines for Support Groups.
- *Any disbursements over the amount of \$1000 must bear the signatures of the Treasurer and the President or one of the co-President and is also responsible for obtaining prior verbal approval from the Steering Committee for such expenditures.*
- Updates the appropriate forms to authorize the new officers as signers and cancels the authorizations from the prior year.
- Collects membership dues and makes weekly deposits at the Cashier's Office to the appropriate account (8-804206-00206-7). Deposits are made more often if collections exceed \$500. All checks must be restrictively endorsed upon receipt. *Deposit and Recording Advices* must be prepared for each deposit. The class code 0180 can be used in place of the full accounting unit (location, account, fund, sub, object).
- Is responsible for tracking expenses and receipts based on the annual budget and reconcile accounts to the monthly general ledgers. Prepares a monthly report of receipts and expenses and presents it to the Steering Committee.
- Assists the Co-Presidents in preparing the financial section of the Annual Report of the PWA at end of the fiscal year.
- The Treasurer's records will be audited by an independent party, at minimum, on a quarterly basis.
- An individual is appointed by the Executive Committee *to independently reconcile the general ledger of the organization's agency account with the records maintained by the Treasurer and the Chair of the Membership Committee.*
- Main contact with Parking Services in requesting all parking needs for organization. Treasurer has a template of items need to submit parking request.
- *In the absence of the Secretary(s), the Treasurer shall assume the duties of the Secretary(s).*

Professional Women's Association
Job Description: Treasurer – Continued

- The Treasurer is responsible for forwarding membership forms to Membership Chair after dues have been paid. Treasurer and Membership Chair must communicate with one another to ensure membership and financial accuracy of records.
- Responsible for keeping a notebook/binder to pass to the next Treasurer(s) during the Steering Committee's Summer Retreat. The Treasurer (s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.

PWA Annual Conference Responsibilities:

- The Treasurer deposits conference fees to the appropriate account (8-804206-00206-7).
- The Treasurer monitors solicited contributions to support the Annual PWA Conference as a transfer of funds to account/fund 8-622100-19000 and possibly others, the fund number to be determined by the Office of Budget planning. The account department owner is Community Relations. The Treasurer shall forward quarterly budget reports to Community Relation, and fiscal year end reports shall have accompanying documentation for review.

Annual Timeline

July or New Fiscal Year:

Cancel signature authorizations of the outgoing officers and submit new authorization for the incoming Co-Presidents and Treasurer as appropriate.

Notify Accounting Services and Controls that all PWA invoices, including those charged against low value #004580, should be mailed to the current Treasurer.

Notify FedEx Kinko's that copies of invoices using the PWA account should be mailed to the current Treasurer.

Prior to the First Event of the Year:

Complete and obtain the signatures of the Co-Presidents and the Vice-Chancellor for the *Blanket Prior Approval Request: Business Meeting and Entertainment*.

A copy of the *Blanket Prior Approval Request: Business Meeting and Entertainment* must accompany each Payment Request: *Business Meeting and Entertainment*.

As Needed:

Any Check requests (*Miscellaneous Form 5*) shall be prepared by someone other than the Treasurer to ensure proper internal controls. Or, if check requests are prepared by Treasurer then at least one of the Presidents must sign the document. Backup documentation for the expense should be obtained prior to the disbursement of funds.

Professional Women’s Association
Job Description: Treasurer – Continued

Incidental expenses (see eligible expenses) incurred by committee members can be reimbursed through a *Cash Reimbursement Request*¹ if less than \$150 with accompanying receipts and authorizing signature from either the Treasurer or Co-Presidents.

The Treasurer, the University Auditor and/or UCSB Internal Audit shall be authorized to receive, from any financial institution with which the organization maintains accounts, any information, records, or photocopies of transactions relating to the accounts as the University may at any time request from the financial institution.

Account Information:

8-804206-00206-7	All Membership deposits, luncheon fees, event fees, conference fees
8-804206-00206-7	Recharge account for department-supported conference fees
8-804206-00206-5	All Expenses (except for the conference expenses paid from account 622100)—include appropriate object code.
004580	Low Value purchase authorization number for supplies and other expenditures (only for 8-804206-00206-5) , e.g. FedEx Kinko’s, off-campus vendors. Must follow low value purchasing policy.
8-622100-19900-3	Transfer of funds account for conference contributions from campus. Funds in this account are only spent on conference expenses that are allowable expenses for state funds, according to Entertainment policy BUS-79.
Note:	Other funds associated with 622100, our Community Relations account, could be established by Budget and Planning in order to facilitate donations in support of our annual conference. If so, expenses must be in compliance with any fund restrictions.
0180	Class code for use on Deposit and Recording Advices for deposits
95-6006145	Tax ID number

¹ Forms can be obtained at the Accounting Website: <http://www.accounting.ucsb.edu/forms/index2.shtml>

Professional Women's Association

Job Description: Parliamentarian

Focus: To assist the President or Co-Presidents and the Steering Committee in conducting meetings according to the Bylaws and to make recommendations for changes to the Bylaws if deemed necessary.

Main Responsibilities:

- *Appointed by the Executive Committee. Shall serve as parliamentarian at all meetings of the Steering Committee and the general membership.*
- *Shall review the Bylaws annually and recommend changes for consideration by the membership.*
- Must be familiar with the Bylaws and its format for easy reference.
- Shall help establish procedures, including voting procedures, at Steering Committee Meetings, at the General Membership meetings and at other committee meetings as requested.
- Shall indicate infractions to procedure when the infraction is of a serious nature.
- It is strongly recommended that the Parliamentarian shall provide the Steering Committee with a copy of the Bylaws.
- Responsible for keeping a notebook/binder to pass to the next Parliamentarian (s) during the Steering Committee's Summer Retreat. The Parliamentarian(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Annual Timeline N/A

The Parliamentarian – Supplement to Job Description

The Parliamentarian is usually chosen by the president and works under the direction of the president. The Parliamentarian also aids and advises the government board, committees, members and staff members. In most large organizations the Parliamentarian is retained on an annual basis, and therefore is available at any time for assistance to members who need advance consultation in planning for a meeting or convention. After the meeting the Parliamentarian can advise on problems that arise in carrying out decisions of the membership.

At a meeting or convention the Parliamentarian usually sits next to the president. The Parliamentarian cannot make rulings, but advises the presiding officer, who does make rulings. If a question is asked, the Parliamentarian will explain the answer to the president only, or, if the president directs, may reply so that all the members may hear. At the request of the presiding officer, the Parliamentarian may explain a procedure to the members. If a serious mistake is being made, the Parliamentarian unobtrusively calls it to the attention of the presiding officer, who then decides what action to take.

The more capable and experienced a presiding officer is, the better he or she understands the value of a good Parliamentarian. The experienced presiding officer understands that a Parliamentarian can assume responsibility for keeping track of procedural problems and details, so that the presiding officer is free to concentrate on the overall progress and tone of the meeting. This enables the presiding officer to proceed with confidence and poise.

The Parliamentarian is not an advocate of causes or a representative of any group within the organization, but is retained to help the member do what they wish to do and to find a valid way of accomplishing, if possible, the legitimate purposes of the organization.

Many parliamentary problems involve several rules and principles. A Parliamentarian must be able to reconcile the conflicting principles and rules of parliamentary law that may be considered opinion as to how the rules and principles apply. Having been retained as an authority, the Parliamentarian should neither argue nor seek to prove the correctness of an opinion by quoting from books, any more than a doctor would quote a medical authority in explaining a diagnosis to a patient. Having given an opinion, the Parliamentarian explains it only if there is a need to do so.

(Author Unknown)

Professional Women's Association

Job Description: Membership Committee Chair(s)

Focus: To maintain PWA's membership records and to Chair or Co-Chair the annual membership drive.

Main Responsibilities:

- Attends all Steering Committee meetings.
- Sends membership brochures or information about the PWA Website to new employees at UCSB; an updated list is obtained from Human Resources.
- *Notifies members in July of dues for the year approved by the Steering Committee.* Mailing information is available on the Excel spreadsheet from the previous year.
- Follows up with renewal messages by sending reminder notes to those members who have not renewed.
- *Shall issue receipts for dues.*
- *Shall notify new members of the location of the Bylaws on the PWA Website.*
- *Shall keep and up-to-date roster of the membership.* Chair shall communicate with Treasurer to ensure membership and financial accuracy of records.
- Serves as the record keeper of membership forms.
- Processes the application from new/returning members in the following manner:
 - a. Receive membership form from the Treasurer.
 - b. Enter information on PWA membership Excel spreadsheet (name, dept, extension, and email address of the new member).
 - c. *Inform Secretary of renewals and new memberships to update the listserv.* Include: name, dept, extension, and email address of the new member.
 - d. Keep the membership forms in a file.
- *Shall make monthly reports on membership to the Steering Committee and a report at the annual membership meeting.*
- When possible, the Membership Chair attends all PWA events and brings membership brochures or other membership forms to the events.
- Is responsible for making address labels for all PWA event mailings and for providing other committee member with labels as requested. It is important to sort the labels by department, and make sure the mail codes are on it.
- *Shall chair an annual membership drive.*
- Responsible for keeping a notebook/binder to pass to the next Membership Chair(s) during the Steering Committee's Summer Retreat. The Membership Chair(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Timeline:

Summer

In consultation with the Steering Committee designs and executes a membership renewal campaign.

Ongoing:

Receives membership forms and reminds those who have not renewed.

Also, gets a list of new women on campus to send out information about PWA.

Professional Women's Association

Job Description: Publicity Committee Chair(s)

Focus: *To produce notices and announcements to publicize Association event.* To work in collaboration with a volunteer graphic/web designer for consistency on larger publications and web sites.

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- Responsible for publicizing the Annual Conference by producing flyers and other conference-related publications in collaboration with the conference committee.
- Responsible for the production of the PWA newsletter, the *Unsung Heroine* Newsletter, and the calendar in collaboration with a volunteer graphic designer.
- *Shall lend writing and editing expertise to all other chairs and officers in the production of Association correspondence and documents.* This may require meeting with the appropriate chairs for specific projects as needed according to the timeline for the project(s).
- *Shall work with the UCSB Community Relations Office to promote the Association.*
- Responsible for keeping a notebook/binder to pass to the next Publicity Committee Chair(s) during the Steering Committee's Summer Retreat. The Publicity Committee Chair(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Timeline:

Summer and Early Fall:

Establish a production timeline for the year in conjunction with the Membership Committee, Program Committee, Community Service Committee, and Recognition and Awards Committee Chairs; Newsletter Editor; and Co-Vice Presidents (for the conference).

Guidelines for All Projects:

- Text should be in a final draft format ready for layout.
- Formats and fonts must be consistent with PWA "look."
- Design originals should be returned to the project coordinator to be proofed and photocopied.
- Offset printing should be returned to the project coordinator to be proofed and returned to Publications Chair for print production.
- Allow at least seven working days for print production in collaboration with the volunteer graphic designer.
- Allow three days for flyer design and two weeks for newsletter design excluding time at printers.
- All publicity text of pdfs should be forwarded for posting on the listserv and the web page for web designer to format accordingly.

Profession Women’s Association

Job Description: Program Committee Co-Chair(s)

Focus: To provide year-round activities and events on topics responsive to PWA members’ needs and interests.

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- The Program Committee requires a commitment of three to four hours per month
- Researches possible activities and coordinates with other campus constituents.
- The Program Committee makes speaker and event arrangements.
- Responsible for keeping a notebook/binder to pass to the next Program Committee Chair(s) during the Steering Committee’s Summer Retreat. The Program Committee Chair(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Speaker Arrangement Responsibilities:

- *Researches possible speakers and events and present speaker and events lists to the Steering Committee for approval.*
- *Contacts and makes arrangements with speakers.*
- *Escorts and aids speakers through their presentation.*
- *The Program Committee officially thanks the speaker on behalf of the PWA.*

Event Arrangement Responsibilities:

- *Arranges the room, food, A/V equipment and costs for any scheduled event.*
- *Serves as the official representative(s) to the facility on the day of the event to monitor arrangements and services.*

Annual Timeline

Offers PWA members various activities and events on a monthly or bi-monthly basis. The number of events in a given year is to be determined by the PWA Program Chairs and the Program Committee and is approved by the Steering Committee.

The following events are traditional events and are typically offered each year:

Fall:

- | | |
|---------|--|
| October | Fall Kick-Off Meeting: Social mixer for new officers and committees and the PWA Membership.
Duties: Coordinate facilities, food, and mixer game; welcome members and new officers, send listserv announcement to PWA members. |
| Nov-Dec | Fall activities as assigned by the Program Committee:
Duties: Arrange for speaker; coordinate facilities, media equipment, parking, and food; collect RSVPs; send “Thank You” to speaker; send flyers and make listserv announcements |

Profession Women’s Association

Job Description: Program Committee Co-Chair(s) - Continued

Winter:

Jan-Mar More activities as assigned by the Program Committee:
Duties: Arrange for speaker; coordinate facilities, media equipment, parking, and food; collect RSVPs; send "Thank You" to speaker; send flyers and make listserv announcements

Spring:

Mar-April Spring Luncheon: Social Luncheon at the Faculty Club.
Duties: Arrange for speaker; coordinate facilities, media equipment, parking, and food; collect RSVPs; send "Thank You" to speaker; send flyers and make listserv announcements

June General Meeting: Elections.
Duties: Arrange for facilities and food, send listserv announcements.

Other Past Events Included:

- Touch Tanks Tour (REEF)
- Holiday Cookie Exchange
- Tour of Recreation Center (RecCen)
- University Museum of Art Tour
- Art Walk with docents
- Brown Bag lunches on various topics of interests (health issues, fitness, etc.)
- Ice Cream Social
- Coffee Hour
- Fashion Show
- Cooking Demonstration
- Silent Auction
- Bingo games

Professional Women’s Association

Job Description: Community Service Committee Co-Chair(s)

Focus: To foster and organize programs that will allow PWA to participate in service to the community.

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- *Shall research possible charitable/community service activities that the organization should participate in and/or support.*
- *Shall organize community service related activities approved by the Steering Committee.*
- Organize the Fall “Back to School” project to provide young local students with needed school supplies for their upcoming academic year.
- Facilitate the collection of gifts for Local State funded Pre-Schools. In addition, organize a Holiday Party for the Isla Vista Kindergarten students.
- Organize Spring Service days to provide members an opportunity to participate in local service projects.
- Responsible for keeping a notebook/binder to pass to the next Community Service Committee Chair(s) during the Steering Committee’s Summer Retreat. The Community Service Committee Chair(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Annual Timeline:

Summer: “Back to School” backpack project collection and preparation

Fall: “Back to School” distribution of backpacks
Collection of gifts for the Holiday Party and Pre-School student

Winter: Holiday Party for the Isla Vista Kindergarten and Pre-School students

Spring: Service Days

Other Past Events Included:

Job Smart clothing drive to collect clothing and toiletries for men and women who are transitioning back to the workplace.

Professional Women's Association

Job Description: Recognition and Awards Committee Chair(s)

Focus: The R&A Committee is tasked with coordination of the "Unsung Heroine Award" process, the Barbara S. Uehling Re-Entry/Non-Traditional Students Book Scholarships, Certificates of Recognition, and the annual conference scholarships.

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- *Shall coordinate the "Unsung Heroine Award" process including: development and publicity of the award program, selection of awardees, serving as a liaison for the committee, securing assistance from a variety of professionals for related publications and award presentations at the annual conference. This process is further outlined in the hard-copy binder.*
- *Research and recommend to the Steering Committee additional mechanisms and programs to recognize women on campus. As it is the Steering Committee's expectation that this committee coordinate the above mentioned programs and activities, the Co-Chair(s) shall evaluate each program and activity at the beginning of their term of service and develop a course of action for each project based on financial and volunteer resources.*
- Responsible for keeping a notebook/binder to pass to the next Recognition and Awards Committee Chair(s) during the Steering Committee's Summer Retreat. The Recognition and Awards Committee Chair(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Annual Timeline:

Summer Quarter:

- Meet with Advisors (past Co-Presidents, past R&A Co-Chairs)
- Set committee goals; discuss new award programs
- Begin contacting PWA members to serve on committee
- Begin planning for the Barbara S. Uehling Re-Entry/Non-Traditional Students Book Scholarship; announce program in September

Fall Quarter:

- Attend annual retreat; discuss plans for the year and any new award programs
- Establish committee and set first meeting
- Award Barbara S. Uehling Re-Entry/ Non- Traditional Students Book Scholarship at fall General Meeting in October

Winter Quarter:

- Begin Unsung Heroine Award Program activities (review call, publicity)
- Meet with Conference Committee regarding Unsung Heroines and Conference Scholarships

Spring Quarter:

- Coordinate Unsung Heroine Award activities (photos, conference attendance, newsletter)
- Annual Conference Scholarships (planning, publicity, and award)
- Prepare "Certificate of Recognition" for June meeting (ideally, year-round)
- Assist Past Co-Presidents in the solicitation of new committee leadership roles

Professional Women's Association

Job description: Website Maintenance Chair(s) (Approved Position as of October 2006 – Need to add Article 8 Section 8 to the bylaw vote in the June 2007 elections)

Focus: The chair(s) of the Website Maintenance Committee is responsible for overall maintenance of PWA Website by maintaining up to date accurate information. The Chair(s) shall serve as a liaison between officers, committee chairs, and the Web Master to make changes to the site.

Main Responsibilities:

- Attends monthly PWA Steering Committee Meetings.
- Maintain and update each individual section on the Website such as the committees, home page, etc.
- Update the PWA Officers section.
- Update all quarter events on the calendar.
- Website Chair works closely with Guillermo Leon and SAIT to help with the month to month portion of the Website.
- Email reminders to Steering Committee to forward information for Website updates.
- Responsible for keeping a notebook/binder to pass to the next Website Maintenance Chair(s) during the Steering Committee's Summer Retreat. The Website Maintenance Chair(s) may choose to, but are not limited to, archiving history, timelines, procedures, and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.

Annual Timeline:

- Maintain the Website overall.

Summer:

- Update the officer and committee section to reflect incoming Steering Committee
- Verify that the "Joining the PWA" form is updated

Ongoing

- Update the Conference Section with information received from Conference Co-Chairs
- Update Program Committee event information with information received from Program Committee Co-Chairs
- Update Community Service Committee event information, with information received from Community Serve Co Chair(s)

Winter-Spring

- General conference information maintenance

Professional Women's Association

Job description: Immediate Past Co-Presidents

Focus: To advise the current Co-Presidents, to serve as the historian and as the institutional memory for the organization during the transition in leadership. Chairs the Nominations and Elections Committee and assists the Recognition and Awards Committee.

Main Responsibilities:

- One or both of the Co-Past Presidents attends each Steering Committee meeting.
- As the PWA Historian, the Co-Past Presidents maintain a photograph file and other records including Steering Committee Meeting minutes, Treasurer reports, announcements, flyers, etc. These records are kept in the Registrar's storage area in the basement of Cheadle Hall. See Ginny Johns in the Registrar's Office for key and access.
- The Co-Past Presidents advise and mentor the new Co-Presidents regarding their role and duties. In the absence of the Parliamentarian, serve as the consultant on procedure and Robert's Rules of Order.
- The Co-Past Presidents advise the new Co-Presidents in planning the summer retreat that sets the tone for the upcoming year. This includes:
 - a. Reviewing the purpose of PWA according to the Bylaws.
 - b. Guiding the new Co-Presidents regarding the vision and objectives for the upcoming year.
 - c. Briefing on the acceptance of University regulations for campus affiliated groups.
- The Co-Past Presidents assist in organizing and tracking the Steering Committees goals.
- The Co-Past Presidents assist the Recognition and Awards Committee in the process and selection of Book Scholarship awardees, Unsung Heroines, PWA UCSB Woman of the Year, etc.
- In April the Co-Past President remind the Recognition and Award Chair(s) to prepare appreciation plaques for the outgoing Co-Presidents to be awarded and presented by the Co-Vice Presidents at the end of the year meeting. Tri-Valley Trophies in Goleta holds the template for the plaque. Phone: 805-964-2574.
- *Shall chair the Nominations and Elections Committee. At the regular Steering Committee meeting in March, the Committee shall appoint a Nominations and Elections Committee for the purpose of conducting the election of officers for the following year. Shall present to the Steering Committee at the April meeting a list of candidates who have agreed to run for office.* In conjunction with the Parliamentarian, oversees the elections process during Spring Quarter.
- Responsible for keeping a notebook/binder to pass to the next Co-Past Presidents during the Steering Committee's Summer Retreat. The Co-Past Presidents may choose to, but are not limited to, archiving history, timelines, procedures and tasks done.
- All monies received on behalf of PWA must be immediately forwarded to the Treasurer.