



2021-2022 TDW OFFICER BALLOT APPLICATION FORM

DUE 12/20/2020 - Send a hard copy to: Judy Baker, 121 West Taylor St, Sherman, TX 75092 or email to jlake2012@yahoo.com and copy texasdemwomen@gmail.com

Full Name (please print): _____

Board Position Sought (circle one):

Board Member At-Large Secretary Treasurer Vice President PresidentElect

Personal Address:

TDW Chapter (indicate if At-Large):

Number of years:

Email:

Phone:

Occupation: Employer:

Full time? (Y/N)

Relevant Chapter or State TDW office(s) held:

Dates:

Relevant Democratic Party office(s) and activities:

Dates:

Relevant professional training/work experience:

Dates:

OFFICER QUALIFICATIONS AND DUTIES

Board Members At-Large will find previous experience as a Chapter officer helpful. Key duties: •
Perform duties as assigned by the President

- May carry out tasks related to the Annual Convention

The Secretary must be detail-oriented, know the TDW bylaws, and have strong verbal, writing, and word processing skills. She will need a reliable computer and internet connection, a phone or other device to record meetings, and a printer to make hard copies of minutes. Key duties:

- Take minutes of the Executive Board Meetings (4 or more times per year) and Annual Meeting and distribute them to the Executive Board and Annual Meeting attendees
- Record Executive Board meeting attendance in the minutes
- Conduct TDW correspondence, and send meeting notices to the Executive Board as directed by the President
- Maintain copies of all records, agendas, minutes, reports and Resolutions for official records • Maintain a current roster of Chapters, presidents, executive board members and members for distribution as directed by the President or the Executive Board

The Treasurer will find previous experience in campaign finance reporting in Texas, knowledge of Texas campaign finance law for GPACs, and online banking most helpful. She should be a detail oriented team player, with time and patience to promptly respond to chapter officers and attend to the duties of the office. She will need strong computer, database, and spreadsheet skills, and access to accounting software. A reliable computer, printer, and internet connection are also must-haves for the Treasurer. This office is a time-intensive and exacting responsibility. Key duties: •

- Oversee funds in all TDW bank accounts
- Pay all bills authorized by the President or Executive Board
- Submit a written report of TDW financial activity and accounts for all funds received and disbursed at each Executive Board meeting
- Keep an itemized record, in a permanent file, of all receipts and expenditures • Serve on the Finance Committee, which prepares and oversees TDW's budget • Maintain the TDW membership database at tdw.org in cooperation with Chapter treasurers • Provide complete chapter and member information to the Secretary and President • File campaign finance reports and other forms required by the Texas Ethics Commission • Help keep the Treasurers Handbook up to date

The Vice President must have strong verbal, writing and computer skills, including the use of social media platforms and email marketing software. Knowledge of Word Press will make it easier for her to oversee tdw.org and interact with programmers engaged to keep it up to date. Key duties:

- Chair (and recruit) the Communications Committee which is responsible for online communications, including Facebook and tdw.org and production and distribution of the TDW newsletter using one of the email marketing software programs
- Conduct public relations and plan and carry out marketing on behalf of TDW • Serve as one of the TDW SDEC members under certain circumstances

The President Elect must serve two terms as a member of the Executive Board before she is eligible to run, and she must commit to three full years on the Board - as President Elect, President, and Past President. She will need a positive attitude; the time, ability and willingness to travel the state widely; and a reliable personal computer, internet connection and printer. She should be able to prepare a meeting agenda and preside in accordance with Robert's Rules of Order and the Bylaws of TDW. Key duties:

- Perform duties of the President if the President is absent
- Perform duties assigned by the President
- Chair the TDW State Convention
- Serve on the Finance Committee
- Serve as one of the two TDW SDEC members

While President Elect, she should get to know TDW members and chapters across the state to help inform her appointments of committee chairs when she takes her place as President of the organization.