



WE WANT YOU AT THE LOCAL OR STATE LEVEL!
EXPAND YOUR HORIZONS ... BE A PART OF A TEAM ... BECOME A LEADER

It's never too early to think ahead. Volunteer to be an officer or committee chair within BPW. Build self-esteem, knowledge, strength, and stretch your limits to achieve your potential. *

PRESIDENT

Leads the organization at all meetings using the parliamentary procedure skill set. Is an x-officio member of all committees. Guides the executive committee and organization towards growth, leadership, and stability personally, politically, and professionally.

VICE PRESIDENT

Assists the President in duties that maintain the health of the organization, and may also assist with coordinating events, committees, or speakers on a Local organization level. At a State level, the VP is in charge of the Local Presidents and State Committee Chairs.

RECORDING SECRETARY

Records the minutes of all official meetings creating a history for the organization.

TREASURER

Preserves the financial accountability of the organization along with the President. Pays bills and advances for events. Collects dues and helps with a budget for the year.

STANDING COMMITTEE CHAIRS:

Bylaws

Makes sure that Bylaws are current and adheres to all parliamentary requirements. Also receives recommendations for bylaw changes, then reviews and proposes the changes to the membership.

Finance

Oversees the financial status of the organization, creates a budget, and guides the Treasurer in expenditures and audit.

Foundation

Coordinates donations/funds with State Foundation or raises/administers funds for Local scholarships.

Individual Development (ID)

Constructs a program for members to expand their horizons in leadership, skills, and development.

Information Technology

Creates and/or administers, and updates a website and/or other social media.

Legislation

Attains knowledge about important issues that coincide with BPW's Legislative Platform, coordinating with the State Chair and reporting to the membership.

Programs

Obtains enlightening, dynamic, and informative programs/speakers for the membership.

Young Careerist (YC)

Advertises for young women to learn basic speaking and leadership skills and compete at a speak-off awarded at the Local or State level, enhancing them personally and professionally.

* Job descriptions are detailed in the State and Local Model Bylaws. Go to bpwwa.org.