



## **APPLICATION FOR APPOINTMENT**

### **2024-2026 GFWC FLORIDA BOARD OF DIRECTORS**

*(Please click cursor in the gray box and begin typing)*

Name of Applicant:

Home Address:

Cell Phone:

Email Address:

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Application due: September, 2023.

Please fill out form, save, and email as attachment to [GFWC President-elect Sara Dessureau](mailto:Presidenceselect@gfwcflorida.org)  
[Presidenceselect@gfwcflorida.org](mailto:Presidenceselect@gfwcflorida.org)

#### **Positions available are as follows:**

Place cursor and click in the gray box by the position you would be interested in serving during the next GFWC Florida Administration.

Please remember: At the close of each administration, all chairmanships shall be deemed vacant. No chairman shall serve more than two successive terms in the same chairmanship, except technical, website, state meetings, credentials, registration and musical chairmen. Each retiring chairman shall transfer all property belonging to the community service programs or committee to her successor or send to the state headquarters within one month after the expiration of the term.

- o GFWC FL President serves as an ex-officio member of all committees with the exception of the elections committee.**
- o GFWC FL President-elect serves as dean of district directors.**
- o GFWC FL First Vice President serves as dean of Community Service Programs (CSP) chairmen.**
- o GFWC FL Second Vice President services as Chairman of the Membership Committee and a member of the Juniorette Advisory Committee.**
- o GFWC FL Treasurer serves as a member of the Finance and credentials/registration committees.**
- o GFWC FL Director of Junior Clubs serves as a member of the finance committee.**
- o GFWC FL Corresponding Secretary serves as a member of the credentials/registration committee.**
- o GFWC Finance Officer serves as chairman of the Finance Committee.**

## Special Programs and Community Service Programs (CSP) and Advancement Areas

### Responsibilities:

- o Keep our members informed on GFWC Partners and programs and projects.
- o Judging reports in an unbiased manner.
- o Provide written report to GFWC FL First Vice President (mid-February each year).
- o Woman's Club chairman and Junior club chairman partner to teach workshops at GFWC FL Board of Directors Meeting and/or GFWC FL Annual Convention in Orlando.

- ☐ **GFWC Signature Program: Domestic Violence Awareness and Prevention Chairman**
- ☐ **Junior's Special Program: Advocates for Children**
- ☐ **Arts and Culture (Formerly called Arts CSP)**
- ☐ **Arts4All Florida**
- ☐ **Environment (Formerly called Conservation CSP) with emphasis on Rescue Animals**
- ☐ **ESO Chairman**
- ☐ **Education and Libraries (Formerly called Education CSP) with emphasis on Books for All**
- ☐ **Health and Wellness (Formerly called Home Life CSP)**
- ☐ **Civic Engagement and Outreach (Formerly called Public Issues CSP) with emphasis on Special Needs**

NOTE: International CSP will be integrated into the five CPS areas listed above.

## Communications

- ☐ **Communications & Public Relations Chairman:**  
Responsible for all areas of communications below:
- ☐ **Communications & Public Relations Co-Chairman**
- ☐ **GFWC Florida Club Woman Newsletter: featuring Membership Monday** (working with Communications Chairman)
- ☐ **Web Designer** (graphic designer)  
Should have a creative and artistic background and be strong in visual and graphic arts. A web designer is responsible for the overall look and feel of the site, including the photos, color, font type and size, graphics, and layout.
- ☐ **Web Developer**  
The developer's job is knowing how to write the proper code and how to tie it all together including forms and other elements of the website. In other words, the web developer is in charge of the functionality of the website.
- ☐ **Webmaster** (also called a web architect, web developer, site author, website administrator, or website coordinator)  
Responsible for maintaining website. The duties of the webmaster may include coding, ensuring that the web servers are operating correctly, designing the website, generating and revising web pages, SEO testing, replying to user comments, and examining traffic through the site. As a general rule, professional webmasters must also be well-versed in Web transaction software, payment-processing software, and security software, as well as being experts in marketing and social networking.

- ☐ Fundraising and Development Chairman
- ☐ Fundraising and Development Co-Chairman
- ☐ Leadership Chairman
- ☐ Leadership Co-Chairman

- ☐ Legislation/Public Policy Chairman
- ☐ Membership Chairman
- ☐ Membership Co-Chairman
- ☐ Women's History & Resource Center Chairman

#### **President's Project Leadership Team**

- ☐ President's Project Chairman
- ☐ President's Project Co-Chairman
- ☐ President's Project Fundraising Chairman
- ☐ President's Project Fundraising Co-Chairman
- ☐ President's Project District Chairman  
(one member from each GFWC FL District)

#### **Awards and Contest Chairman**

(Training for the below positions of GFWC Florida Advancement Area Appointments will be provided at Summer Planning Meeting in July of 2024)

- o Review and be familiar with GFWC and GFWC FL judging criteria, contest rules, and all deadlines.
- o Inform District Directors and/or clubs that GFWC offers three opportunities to participate.
- o Inform District Directors and/or clubs of deadlines to submit photography for GFWC FL Arts and Crafts competition.
- o Teach workshops at GFWC FL Board of Directors Meeting and/or GFWC FL Annual Convention in Orlando.

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|--|--|
| <input type="checkbox"/> Awards Chairman                           | <input type="checkbox"/> Newsletter Contests Chairman    |
| <input type="checkbox"/> Awards Co-Chairman                        | <input type="checkbox"/> Scrapbook Committee Chairman    |
| <input type="checkbox"/> Community Improvement Program Chairman    | <input type="checkbox"/> Scrapbook Committee (5 members) |
| <input type="checkbox"/> Community Improvement Program Co-Chairman | <input type="checkbox"/> Website Contest Chairman        |
| <input type="checkbox"/> Jennie Award Chairman                     | <input type="checkbox"/> Yearbook Contests Chairman      |
| <input type="checkbox"/> GFWC Photography Contest Chairman         | <input type="checkbox"/> Writing Contest Chairman        |

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#### **GFWC FL Committees (in alphabetic order)**

(Training for the committee positions will be provided at Summer Planning Meeting in July of 2024)

##### **Archives Committee**

- |   |   |
|---|---|
| <input type="checkbox"/> Archivist Chairman | <input type="checkbox"/> Archives Committee |
|---|---|

##### **Boosters**

- The GFWC FL Booster Club whose members are husbands, partners, or relatives who share the commitment to assist GFWC FL with their national/local projects and goals.

- |   |  |
|---|--|
| <input type="checkbox"/> Booster Chairman | <input type="checkbox"/> Booster Committee |
|---|--|

##### **Bylaws Committee**

- ☐ Bylaws Committee Chairman
- ☐ Bylaws Committee

**Day of Service**

Chaplain (Appointed by GFWC FL President)

☐ Day of Service Chairman

☐ Day of Service Co-Chairman

**Convention Exhibits Committee (GFWC FL Arts Competition)**

☐ Convention Exhibits Chairman

☐ Convention Exhibits Co-Chairman

☐ Convention Exhibits Committee (GFWC FL District Arts Chairman)

☐ Junior Member

**Credentials Committee**

☐ Credentials Committee Chairman

☐ Credentials Committee

**1895 Society**

☐ 1895 Society Chairman

☐ 1895 Society Committee

☐ Junior member

☐ Past GFWC FL President

**Elections Committee**

Elections Committee Chairman

Elections Committee

- The elections committee shall consist of a chairman and six members appointed by the president none of whom shall be from the same district and no district shall be represented for two successive terms.

☐ District 2

☐ District 6

☐ District 7

☐ District 8

☐ District 11

☐ District 13

☐ District 14

☐ Junior Club member

**Grant Writing Chairman**

- Informing clubs that Grants and other funding resources are available from GFWC and some of the GFWC Partners for specific programs and projects.
- Search for Grants that will benefit GFWC Florida and write a tailored application for each Grant.

☐ Grant Writing Chairman

☐ Grant Writing Committee

**Headquarters Merchandise Table Committee**

☐ Headquarters Merchandise Table Chairman

☐ Headquarters Merchandise Table Committee

### **Hostesses, Aids and Assistant**

- ☐ **Executive Suite Hostess (3 members) – Appointed by GFWC FL President**
- ☐ **Past Presidents Hostess - Appointed by GFWC FL President**
- ☐ **President's Aides - Appointed by GFWC FL President**
- ☐ **President's Assistant - Appointed by GFWC FL President**

### **Junior Advisor**

- ☐ **Junior Advisor** (Appointed by GFWC FL Director of Junior Clubs)

### **Juniorette Advisory Committee**

- ☐ **Juniorette Advisory Chairman** – Appointed by GFWC FL President (By virtue of this position, appointee is a member of the Membership Committee.)
- ☐ **Juniorette Advisory Co-chairman**
- ☐ **Juniorette Advisory Committee**
- ☐ **GFWC Florida Second Vice President (member of this committee)**

### **LEADS Committee**

- LEADS Chairman – Appointed by GFWC FL President
- LEADS Co-Chairman – Appointed by GFWC FL President
- LEADS Committee members:
  - GFWC Florida President
  - GFWC Florida Director of Junior Clubs

### **Legislation/Public Policy & Resolutions Committee**

- ☐ **Legislation/Public Policy & Resolutions Chairman**
- ☐ **Legislation/Public Policy & Resolutions Committee**
- ☐ **Junior Member**

### **Membership Committee**

- Membership Committee Chairman – GFWC FL Second Vice President
- Membership Committee Co-Chairman
- GFWC FL Director of Junior Clubs
- GFWC FL Juniorette Chairman

- ☐ **Membership Committee – Each District will appoint a District Membership Chairman.**

### **Musician**

- ☐ **Musician** (Keyboard Player)
- ☐ **Musician** (i.e. flute, violin)

### **Pages Committee**

- ☐ **Pages Committee Chairman**
- ☐ **Pages Committee** (6 members)

**Protocol Committee**

- Attend the GFWC FL Board of Directors Meeting and the GFWC FL Annual Convention in Orlando. Assist with procession of GFWC FL officers, GFWC officers, and guest. Be responsible for personal belongings of officers and guest, i.e. purses, sweaters during procession.

☐ **Protocol Chairman**☐ **Protocol Assistant****Reporting Committee**☐ **Reporting Committee Chairman**☐ **Reporting Committee****Registration and Meals Committee**☐ **Registration and Meals Committee Chairman – Appointed by GFWC FL President**☐ **Registration and Meals Committee**☐ **Junior Member****Scholarship Committee**☐ **Scholarship Chairman**☐ **Scholarship Committee****Southern Region Conference Chairman - GFWC FL Meetings Chairman****State Meetings**

GFWC Florida State Meetings Chairman

GFWC Florida State Meetings Chairman Assistant

State Meeting AV Technician

☐ **State Meeting AV Technician Assistant****Strategic Planning**

Strategic Planning Chairman – GFWC FL President-elect

GFWC FL Director-elect of Junior Clubs

☐ **Strategic Planning Committee**☐ **Junior Member**