

## Nominations Timeline

**October** – PWS members nominate for FOUR open positions: Vice President\*, Programs, Public Relations, & Treasurer. Members may submit nominations in person at the meeting or via email to 2023 Past President Mandy Edwards (mandy@memarketingservices.com).

**November** - The PWS Board will present a slate of officers (one for each position) at the November meeting. Members will vote to approve the slate in person at the meeting. Members who miss the meeting may vote via email. Anyone disagreeing with the slate may make a nomination from the floor. New officers will be announced via email before the December meeting.

**December** - At the December meeting, outgoing officers will be recognized and incoming officers will be inducted.

## 2024 PWS Officers by Progression & Description of Responsibilities

**Immediate Past President** – Nanci Conner

Serves as advisory board member. Works with the Vice President to assist Programs when necessary. Manages nominations process and Professional Development Lottery.

**President** – Ann Hosler

Presides at monthly meetings. Plans, announces, and facilitates monthly board meetings. Emails "Action Items" after each board meeting. Creates and prints agenda for monthly meeting.

**Vice President** – Elena McLendon

Presides at monthly meetings in the absence of the president. Captures guest information at each monthly meeting. Follows up with each guest after our meetings (sends membership letter). Forwards guest information to Seto our Public Relations for inclusion in our newsletter and minutes. Plans membership events. Assists Programs when necessary.

### **OPEN OFFICES: 2024 PWS Officers by Election**

Please nominate one member per office. Nominees must have been a member of PWS **for at least one year and have attended at least 7 of the past 9 PWS meetings.**

## Descriptions of Officer Responsibilities

**Programs** – Work with all officers to plan monthly meetings (secures venue, maintains RSVP list, secures speaker, etc). This is a progressive position, which will lead to Vice President, President and then Past President for the future years.

**Treasurer** - Maintains PWS membership roster. Sends invoices for dues. Works with the Vice President to ensure all new members are added to roster. Reconciles bank statements monthly and prepares annual budget.

**Public Relations** - Records minutes at monthly meetings and email them to the Programs chair. Keeps Facebook page and website updated along with seeking out opportunities for community exposure for PWS.