



**Women's Energy Network**<sup>®</sup>  
BOSTON CHAPTER

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**2024-2025 BOARD OF DIRECTORS OPEN POSITION**

**SECRETARY**

- Custodian of all WEN BOSTON's minutes and all other non-financial documents and property
- Keep an accurate record of the proceedings of the annual business meeting, any special membership meetings, and all Board meetings, including a record of all votes cast in elections
- Sending weekly calls board meeting agendas, taking minutes, and noting action items
- Holding PO Box and regularly checking, depositing checks as necessary

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**CHAPTER BOARD OF DIRECTORS NOMINATION FORM**

**YOUR CONTACT INFORMATION**

Name:

Chapter: Boston

Telephone

Email:

I am nominating myself

I am nominating another member

*Self-nomination is encouraged and demonstrates your willingness to engage as a WEN leader! Please complete the information below and email this completed Nomination Form by October 15th 2024.*

*If you are nominating another member, please check with that member before submitting this nomination form to ensure the member is willing and available to serve on the Board and understands the Board requirements.*

Please submit your completed form to [boston@womensenergynetwork.org](mailto:boston@womensenergynetwork.org)

**Please send completed form with resume to [boston@womensenergynetwork.org](mailto:boston@womensenergynetwork.org)**



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**CANDIDATE CONTACT INFORMATION (If different)**

Name:

Chapter:

Telephone:

Email:

**CANDIDATE BACKGROUND**

Employer:

Title:

**CANDIDATE QUALIFICATIONS**

1. How long has the candidate been a member of WEN?
2. Has the candidate previously served in a WEN chapter board or leadership position? *If yes, please list the positions held and years of involvement.*
3. Has the candidate served in other non-profit board or leadership positions? *If yes, please list the organization name(s), position(s) held, and years of involvement.*
4. Please provide a summary of the candidate's qualifications, competencies and skill sets for a board position.

**CANDIDATE REFERENCE**

Please provide the name, phone, and email address of a reference with whom the candidate has worked within the last year.

**Please send completed form with resume to [boston@womensenergynetwork.org](mailto:boston@womensenergynetwork.org)**