



**Women's Energy Network**®

CONNECTED LOCALLY, NETWORKED GLOBALLY

## CHAPTER BOARD OF DIRECTORS NOMINATION FORM

### YOUR CONTACT INFORMATION

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

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 Monday Sept. 18, 2023.*

*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 Jackie Oostman via email at [ohio@womensenergynetwork.org](mailto:ohio@womensenergynetwork.org)  
The deadline to respond is Sept. 18, 2023.*

### CANDIDATE CONTACT INFORMATION (If different)

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



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## CANDIDATE BACKGROUND

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## 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 skillsets for a board or Committee Chair position. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## CANDIDATE REFERENCE

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

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## POSITION PREFERENCE

For any position of interest, please place a number to rank the positions by preference, with 1 being the first choice. Please do not rank any position(s) for which the candidate does not wish to be considered.

### Elected Board Positions

- \_\_\_\_\_ President-Elect/Vice President (3-year term as President-Elect/VP, President, Past-President)
- \_\_\_\_\_ Community Initiatives Director (2-year term)
- \_\_\_\_\_ Marketing and Communications Director (2-year term)
- \_\_\_\_\_ Programs Director (2-year term)
- \_\_\_\_\_ Director at Large (2-year term) – 1 position

### Elected Chair Positions

- \_\_\_\_\_ Community Initiatives (1-year term)
- \_\_\_\_\_ Marketing and Communications (1-year term)
- \_\_\_\_\_ Membership (1-year term)
- \_\_\_\_\_ Programs (1-year term)
- \_\_\_\_\_ Sponsorship (1-year term)
- \_\_\_\_\_ Treasurer (1-year term)

Please review the summary of responsibilities for each position.

### President

The role of the President is focused on leadership for chapter activities and the chapter Board of Directors. For example, the President chairs meetings of the chapter board, oversees chapter business and activities and establish any needed chair roles or committees. The President is an ex-officio member of all chapter committees. After completion of the term, the individual serving as President becomes the Immediate Past President.

### Vice President/President-Elect

A one-year term as President-Elect (or in some chapters, Vice President) is focused on helping



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the individual prepares for her term as President. The VP/President-Elect presides over meetings of the board in the temporary absence of the President, chairs the chapter Nominating Committee, and performs other duties assigned by the board. For example, the VP/President-Elect may be asked to oversee the development of future initiatives. After completion of the term, the individual serving as President-Elect becomes the chapter, President.

### **Treasurer**

The Treasurer manages funds received and expended by the chapter, maintains the chapter bank account, informs the board of the chapter's financial position, and ensures timely filing of tax documents. The Treasurer records receipts and expenditures and provides financial information to WEN headquarters; this information allows the headquarters staff to produce the chapter's financial statements. An accounting background and working knowledge of accounting systems is preferred for this position.

### **Marketing/Communications Director**

The Marketing and Communications Director shall be responsible for outreach to WEN Ohio members and prospective members by facilitating internal communications and networking amongst WEN Ohio members. Her duties shall include preparing and publishing the WEN Ohio newsletter and maintaining and enhancing the WEN Ohio website and social media platforms. The Marketing and Communications Director shall also be responsible for documenting the history of WEN Ohio including lists of past events, speakers, members, Directors, and maintaining accurate records of the same.

### **Membership Director**

The Membership Director works to retain and increase chapter membership and promote member involvement in chapter activities. This may include recruiting potential members, sharing member data updates with WEN headquarters, following up with event attendees who have not joined WEN, initiating membership drives, and promoting member benefits.

### **Program Director**

The Program Director shall support program development in line with WEN's short, mid and long term strategies. The Director shall play a key role in program assessment, design and evaluation and daily operations of the Chapter events, including luncheons, networking events, special events and any webinars, and may participate in the planning of the national conferences and retreats on behalf of the Chapter. The Program Director shall be responsible for securing appropriate speakers and programs for the WEN Ohio events. She shall also obtain speaker gifts and write thank-you notes to the speakers at the events. The Program Director shall oversee the Luncheon Committee and the Charity Event Committee.

### **Community Initiatives Director**



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The Community Initiatives Director will The Community Initiatives Director is responsible for directing the events which allow WEN to give back to the community, which may include the Charity Luncheon, Young Women Energized, Student Chapters and the WEN Scholarship Program. The Director shall oversee the chairs of these four committees and provide support, direction and advice. Other initiatives may be undertaken by the Community Initiatives Director.

#### **Directors at Large**

Up to two Directors at Large shall assist the other Directors in their duties and may handle any other matters delegated by the President or the Board.

#### **Community Initiatives – Committee Chair**

The Community Initiatives Committee Chair shall assist the Community Initiatives Director with programs and budgets or other tasks requested by the Community Initiatives Director.

#### **Marketing and Communications (MarCom) Committee Chair**

The MarCom Committee Chair shall assist the MarCom Director with social media posts and event signup sheets or other tasks requested by the MarCom Director.

#### **Membership Committee Chair**

The Membership Committee Chair shall assist the Membership Director with development of presentations or emails to reach out to prospective members about joining the organization, notifying members when their membership has expired and other tasks requested by the Membership Director.

#### **Sponsorship – Committee Chair**

The Sponsorship Committee Chair shall assist the Sponsorship Director with development of event sponsorship forms, reach out to prospective event and chapter sponsors and other tasks requested by the Sponsorship Director.

#### **Treasurer – Committee Chair**

The Treasurer Committee Chair shall assist the Treasurer if monitoring budgets or preparing monthly reports, or other tasks requested by the Treasurer.