

**AWC Matrix Foundation Board of Directors
Roles and Responsibilities
(Revised October 2013)**

The AWC Matrix Foundation Board of Directors oversees the Foundation's mission to "promote the advancement of women in the communications profession by providing funds for education, research and publications." The Board of Directors works in cooperation with AWC to carry out its educational and charitable goals.

Candidates for board positions should:

- Have experience with nonprofit or other organization boards;
- Have a working knowledge of AWC and the communications profession;
- Have leadership experience;
- Be favorably disposed to fundraising activities.

Members of the AWC Foundation Board serve a three-year term. They may serve an additional three-year term, but may not serve more than two consecutive full terms. Board members, however, may initially be elected to the board to fulfill an unexpired term (one or two years) and, after fulfilling that term, serve one or two full three-year terms.

The success of the AWC Matrix Foundation depends in large measure upon the commitment and active participation of the members of its Board of Directors. The following list of responsibilities defines the role of each member in actively promoting the mission of the Foundation.

- Attend and actively participate in in-person meetings held in conjunction with the AWC Professional Conference.
- Participate in periodic conference calls called at the discretion of the Chair and respond in a timely manner to board correspondence conducted via email and/or telephone.
- Provide notice and voting proxy to the Chair or other board members if not available to attend/participate in meetings.
- Set priorities for Foundation support and provide input into short and long range planning.
- Take an active role in implementing actions that are important to achieving those strategic plans.
- Actively communicate and promote the AWC Matrix Foundation whenever possible in furthering its mission, programs and initiatives, and in developing funding to support the Foundation's efforts, including the use of social media.
- Counsel and assist on matters of solicitation. Aid in the planning process and actively participate in various fund-raising efforts and events.
- Attend and actively participate in all AWC Foundation meetings and sponsored events.
- Advise on issues relating to management of AWC Foundation funds.
- Participate in one or more of the standing or ad hoc committees of the Foundation.
- Make an annual financial contribution to the AWC Matrix Foundation.