MoWPC 2020 Board of Directors’ Position Description

**President** - Margo McNeil, STL
1. Coordinates and organizes the state board
2. Chairs the state board meetings
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4. Will be responsible for all meeting notices and for notifying each board member of state board meetings.
5. Communicates leadership changes at state or national level to all local Caucus presidents. Shares bylaw changes, national board meeting minutes and other key information from NWPC and MOWPC to local chapter officers.
6. Shall be accessible and responsive to local Caucus officers.
7. Shall ensure MOWPC and local Caucuses are in compliance with NWPC’s bylaws, rules, policies and procedures.
8. May appoint a parliamentarian, historian, newsletter editor and chairs of standing and special committees, with the approval of the state board.
9. Acts as ex-officio member of all committees except the nominating committee and except where otherwise specified in these bylaws.
10. Performs such other duties as provided by the state bylaws and the state board.

**Vice President of Finance** - VACANT
1. Keeps an itemized accounting of all receipts and disbursements.
2. Shall disburse money upon approval of the state board.
3. Shall report at the state board meetings, including distribution of the financial reports and most recent bank statement.
4. Shall sign all checks drawn on the organization.
5. Shall file current state board membership lists with the national office and remit membership dues on a quarterly basis.
6. Shall maintain security of account information.
7. May be bonded if necessary.
8. Shall serve as a member of the budget committee.

**Vice President of Records** - VACANT
1. Shall collect and be responsible for all official records.
2. Shall provide for minutes to be taken at state board meetings.
3. Will receive and compile proposed bylaw revisions prior to the state meeting.
4. Shall file any necessary report on state activities with the NWPC.

**Vice President of Political Issues** - VACANT
1. Chairs a Political Issues Committee.
2. Is responsible for identifying all women candidates who are eligible to be endorsed by the MOWPC and sending them a current MOWPC Questionnaire.
3. Shall make recommendations about endorsements and funding of screened candidates and present to the MOWPC Board for approval.
4. Shall make a final report to the Board after the November general election.
5. Investigates, monitors and reports on Missouri state legislator races and the U.S. Congressional elections from Missouri to the state board and local caucuses.
6. Serves as a contact for those candidates interested in Caucus support, both at local and state levels.

*Submitted by the MoWPC Bylaws Committee. NOTE: The new committees will be voted on by the General Membership at our plenary session for approval to add to the bylaws. The Vice Presidents listed for these positions were appointed and will be up for election during the 2020 MoWPC Biennial Convention.*
**Vice President of Legislative Issues - Peggy Cochran, CWPC**
1. Researches current legislation in Missouri and U.S. congress that is identified with the purposes stated in these bylaws and report and disburse the information to state and local caucuses.
2. Coordinates lobbying efforts with MOWPC and with other groups on specific legislation.
3. Initiates drafting efforts of specific legislation that is in accordance with the purposes of MOWPC.

**Vice President of Caucus Development - VACANT**
1. Works with the President and State Board to develop new caucuses in the state.
2. Coordinates and organizes communication with and support to local Caucuses.
3. Develops and coordinates programs to recruit and retain members; and report to the State Board on activities to retain and increase membership.

**Vice President of Communications - Shicagolyn Hams Scroggins, GKCWPC**
1. Chairs the Communications Committee.
2. Works with State Board on the development of state communications that will inform readers and encourage their involvement in MOWPC activities.
3. Works with the Vice President of Education & Training on development and implementation of a program to advise and train local caucuses on subject matter appropriate to the MOWPC.
4. Oversees the continued enhancement and maintenance of the MOWPC web page and make recommendations on its content; post to other social media and make recommendations for enhanced communications to all members across the state.
5. Makes recommendations to the board regarding state-of-the-art developments and ways to enhance the presence of the MOWPC.

**Vice President of Education and Training - VACANT**
1. Chairs the Education and Training Committee.
2. Assists the state Board and local Caucuses to develop and coordinate training and education programs to enhance the skills of the MOWPC members and potential candidates for elected and appointed office.
3. Oversees the organization of campaign skills workshops; and works with the State Board to develop and organize education and training projects specifically designed to increase participation of under-represented women in the campaign process.
4. Works with the Vice President for Communications to ensure that MOWPC publications; news releases and other media reflect MOWPC’s commitment to affirmative action.

**Vice President of Membership - Sharon Pace, STL**
1. Chairs the membership committee
2. Works with local caucus membership chairs and the MoWPC Board to coordinate recruitment and retention programs.
3. Reports to the State Board on activities to retain and increase membership.
4. Assist the Development Vice President in efforts to develop new state caucuses.
5. Works with the Diversity chair to encourage diversity within the organization.

**Vice President of Diversity and Outreach - Teona McGhaw-Boure, STL**
1. Encourages local caucuses to seek women of diverse background as members.
2. Chairs the state Diversity committee composed of 2 members from each local Missouri caucus.
3. Reports to the Vice President for Diversity and Outreach at NWPC and serve as requested on any NWPC diversity committee.
4. Facilitates communication of ideas and data between local, state, and national diversity committees.

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