



Alabama Women's Caucus for Art

Leadership Orientation
April 2025
Revised

The ALWCA is a team effort!

This guide is adapted from our current by-laws. It explains how we take care of business in service of the women of Alabama. Click on the blue text to jump to a section.

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ALWCA Overview

This section will provide a quick overview of who we are and how we serve the women artists of Alabama. Click on the blue text to jump to a section.

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Background

The ALWCA is a non-profit, volunteer led organization founded in 2015 as a chapter of the National Women's Caucus for Art, established in 1972.

Our mission is to create community through art, education, and social activism. We promote women's contributions to the arts and provide women artists in the state of Alabama with networking, exhibition, and professional development opportunities.

Membership dues provide access to both national and local benefits, with student and low-income subsidies available.

Our Chapter

We invite all creative women-identifying people to join.

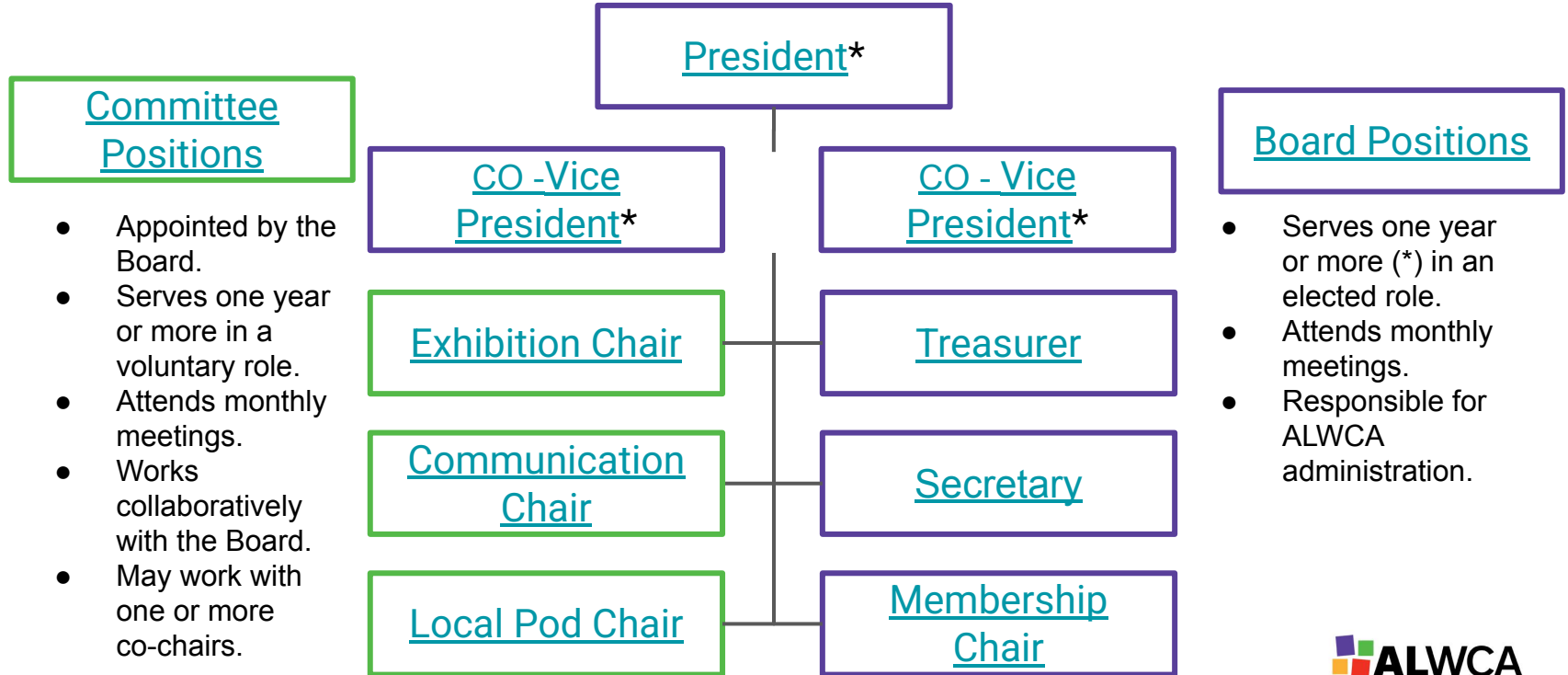
Art is art, no matter the media!

Our members are visual arts professionals, curators, gallery administrators, arts faculty, practicing, working and teaching artists, arts-based business owners, and other creative professionals.

We host art exhibitions featuring member work, provide internships for students, and administer micro grants for special projects. We also provide mentoring and peer support through bi-monthly meetings and member-driven special events such as salon, book club, and potluck gatherings.



Leadership Chart



Leadership Positions

This section will provide important details about the different leadership positions within ALWCA. Click on the blue text to jump to a section.

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 - [President](#) 9
 - [Co - Vice President](#) 10
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Board Positions

ALWCA holds elections for certain Board positions each year. This section will provide an overview of the responsibilities for each Board role. Click on the blue text to jump to a section.

- [President](#) 9
- [Co -Vice President](#) 10
- [Treasurer](#) 11
- [Secretary](#) 12
- [Membership Chair](#) 13



President

- Serves two years as President of ALWCA
 - Must not also hold the office of Treasurer during this time
 - Takes office after serving one year in any other elected role
- Hosts all Board and Membership Meetings
- Makes sure Board resolutions are carried out
- Represents ALWCA when called on to do so

Co - Vice President

- Serves up to two years as Co-Vice President of ALWCA
 - Must not also hold the office of Treasurer during this time
- Assists with Presidential duties as requested
- Serves as President should sitting officer die, resign, or become unable to serve
- Manages Committees
- Facilitates networking among chapters
- Takes on other duties as needed

Treasurer

- Serves one year as Treasurer of ALWCA
 - Must not also hold the offices of President or Vice President during this time; may serve in this role for multiple terms
- Prepares and files all annual financial reports required by law
- Manages all financial accounts
- Creates an annual budget in collaboration with the Board of Directors

Secretary

- Serves one year as Secretary of ALWCA
 - May serve in this role for multiple terms
- Maintains corporate records
 - Bylaws, meeting minutes, tax returns, etc.
- Promptly shares minutes to appropriate Drive folders
- Sends notices about meetings and events
 - Maintains the ALWCA Zoom schedule, emailing invitations 24 - 48 hrs in advance

Membership Chair

- Serves one year as Membership Chair of ALWCA
 - May serve in this role for multiple terms
- Maintains records of current members
 - Checks National database monthly for new members
- Sends welcome message to all new members
- Reports on membership activity at monthly meetings

Committee Positions

Committees are formed by ALWCA Board members. This section will provide an overview of the responsibilities for each Committee role. Click on the blue text to jump to a section.

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Exhibition Chair

- Serves one year as Exhibition Chair of ALWCA
 - May serve in this role for multiple terms
- Produces at least one exhibition of member art per calendar year in collaboration with state art galleries
 - Provides a detailed exhibition budget to the Board
- Works with the Board to promote member exhibitions

Communications Chair

- Serves one year as Communications Chair of ALWCA
 - May serve in this role for multiple terms
- Compiles and distributes monthly ALWCA newsletter in collaboration with ALWCA leadership team
- Works collaboratively to manage social media accounts.
- Monitors ALWCA email account
 - Directs questions to the Board as needed

Local Pod Chair

- Serves one year as Local Pod Chair for ALWCA
 - May serve in this role for multiple terms
- Manages all Local Pod activities
- Works collaboratively with the Board to promote ALWCA members and events
 - Reports on Pod events and needs at leadership meetings

Nomination Chair

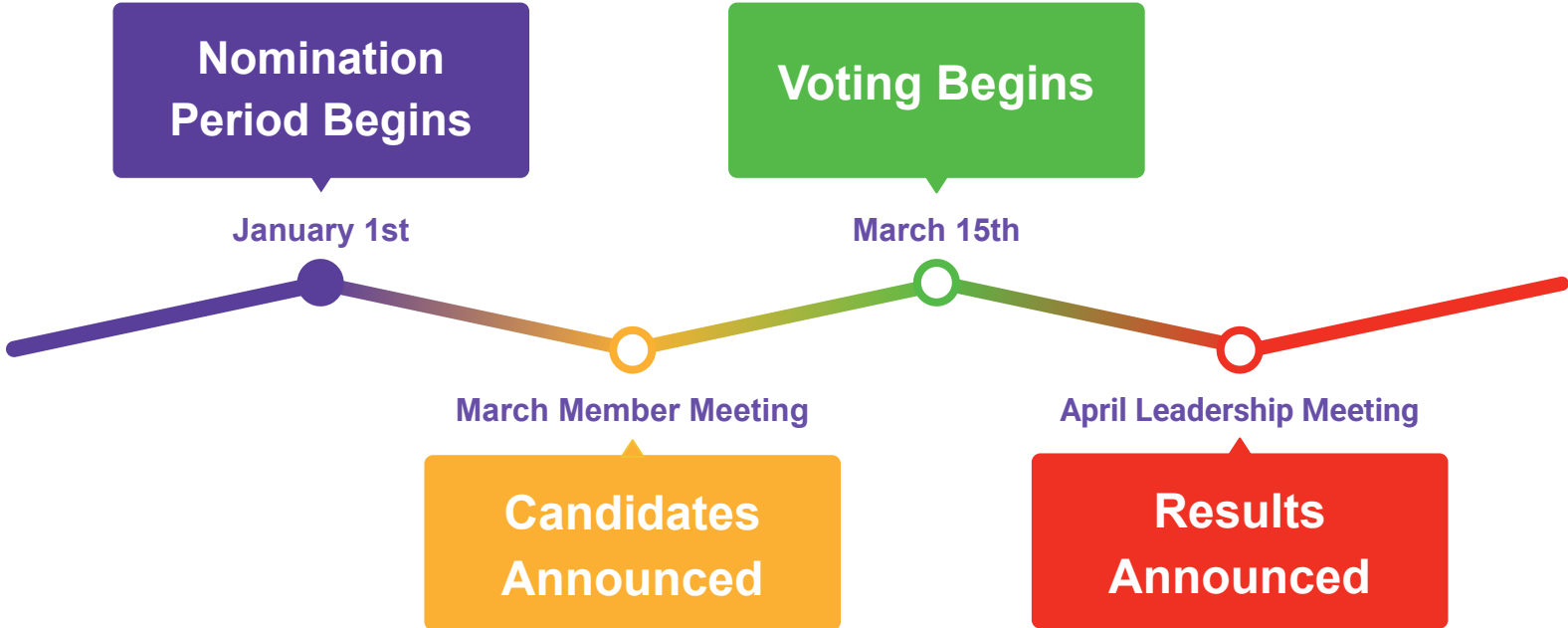
- Appointed by the President in January to manage elections.
- Identifies candidates for roles in transition
 - Communicates with all nominated candidates and manages election, ensuring votes remain anonymous
- Reports on election results
- Connects current and newly elected Board members and facilitates the transition of roles.

Election Process

This section will guide you through the ALWCA Board election process. Click on the blue text to jump to a section.

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Election Timeline





Nominations

Each January, the sitting President forms a 5-8 person Nominating Committee and appoints a Nomination Chair.

This is a temporary Committee that manages the election process. Members are typically finished with their service in March, though may be called on again to fill vacancies.



Nominating Committee

- Appointed by the sitting President
 - 5-8 members
 - No more than two can be current officers
- Works collectively to ensure ALWCA has at least one candidate for each Board role in transition
- Collaborates with the Communication Chair to prepare, distribute, and administer elections



Nomination Process

- Nominations for Board vacancies open January 1st
- Candidates may volunteer or be nominated by the Committee
- All Candidates must provide the following:
 - Short biography
 - List of relevant skills
 - Photo



Candidates Announced

- Board Candidates are announced by the Nomination Chair at the March Member Meeting
 - Candidates may also nominate themselves at this time
- An election newsletter is created by the Nominating Committee in collaboration with the Communications Chair.



Election Newsletter

The election newsletter is sent to all members on March 15th. This newsletter contains the following information:

- Candidate biographies, skill lists, and photos
- Nomination Chair contact information
- Link to online voting survey



Voting

Voting is conducted March 15th - 25th (10 days) via MailChimp survey.

All members in good standing are eligible to vote.

Members can vote personally or by proxy by contacting the Nomination Chair.



Results

The Nomination Chair counts all ballots after the voting period ends, ensuring one vote per member.

The Chair reports on election results at the April Leadership Meeting and ensures all current and newly elected Board officers are in contact to begin the transition period.



Transition

Current Board officers transfer in-progress administrative tasks and points-of-contact to incoming officers over a period of two weeks.

The sitting President notifies and provides updated contact information to the National WCA.



Transition

The newly elected Board takes office on April 15th.

The Communications Chair includes the following information for each incoming officer in the April newsletter:

- Short biography
- List of relevant skills
- Photo

Programs

This section will guide you through the programs that ALWCA currently sponsors. Click on the blue text to jump to a section.

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Internships

This section will provide an overview of our internship program. This program provides real-world experience and professional mentoring to emerging artists. Click on the blue text to jump to a section.

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Internship Application Process

Internship applications are open June 1st to July 31st.

Prospective interns may apply through a link on the ALWCA website or by sending a copy of their portfolio and artist statement to the Vice President via email or postal mail.

Internship applications are reviewed and awarded by the Board at the August leadership meeting.

Internship Agreements

Our internships are tailored to provide participants with a unique experience that aligns with their specific goals and talents.

We provide a small stipend, plus one year of free ALWCA membership to each participant.

Unique agreements must be drafted for each program participant.

Internship Agreements

Each Internship agreement should include the following information:

- Applicant Name
- Dates of Internship
- Amount of Stipend
- Example Duties

A sample agreement is provided for the internship administrator, usually the Vice President.

Previous Interns

- Kenaya Howard (2019)
 - Alabama A&M
- Phoebe Burns (2020)
 - The University of Alabama
- Davis Ouriel (2020)
 - Cornell
- Qiyanni Bowie (2022 -2023)
 - Johnson
- Serena (2024 -2025)
 - Alabama A & M
- McKenna Burkett (2024 - 2025)
 - Athen State University

Useful Information

This section will provide you with information that you may need in your role. Click on the blue text to jump to a section.

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Contact Information

It is easy to get connected with each other! Click on the blue links to jump to a page or copy the text and paste it into your search bar.

You can use this information to keep up with our Chapter:

- Website: <https://www.alwca.org/>
- Social Media - @alabamawca

You can use this information to keep up with the National Organization:

- Website - <https://nationalwca.org/>
- Social Media - @womenscaucusforart



2025 Team Members

President	Savannah “ Savvy” Burks	visionsofdreamscapes@gmail.com
Co-Vice President	Taryn Chase Jackson	anyslyenchanter@gmail.com
Co-Vice President	Dariana Dervis	darianadervis@gmail.com
Treasurer	Susana Vizcarra	susana.vizcarragarcia@gmail.com
Secretary	Dori Wimberly	doriwimberly@gmail.com
Membership Chair	Misty Granade	misty@granades.com
Events Chair	Brandi Sparks	brandi.s.sparks@gmail.com
Exhibitions Chair		
Communications Chair	Dori Wimberly	doriwimberly@gmail.com
Social Media	Alissa Hutchirson / Kimberly Hart	allisahuart@gmail.com / krh566@gmail.com
Birmingham Pod Chair	Sam Roberts	drawnbysam@gmail.com



By-laws

Our bylaws describe how we operate as an organization. It is a legally binding document that each member of the team should be familiar with. Click on the blue links to jump to a page or copy the text and paste it into your search bar.

Chapter bylaws (and additional information) are available here:

- <https://www.alwca.org/alwca-bylaws.html>

National bylaws (and additional information) are available here:

- <https://nationalwca.org/wca-members-only/>