



Alabama Women's Caucus for Art

Leadership Overview  
Spring 2021

# The ALWCA is a team effort!

This guide, adapted from our current by-laws (2020), will explain 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

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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 organizations, with student and low-income subsidies available.

# Our Chapter

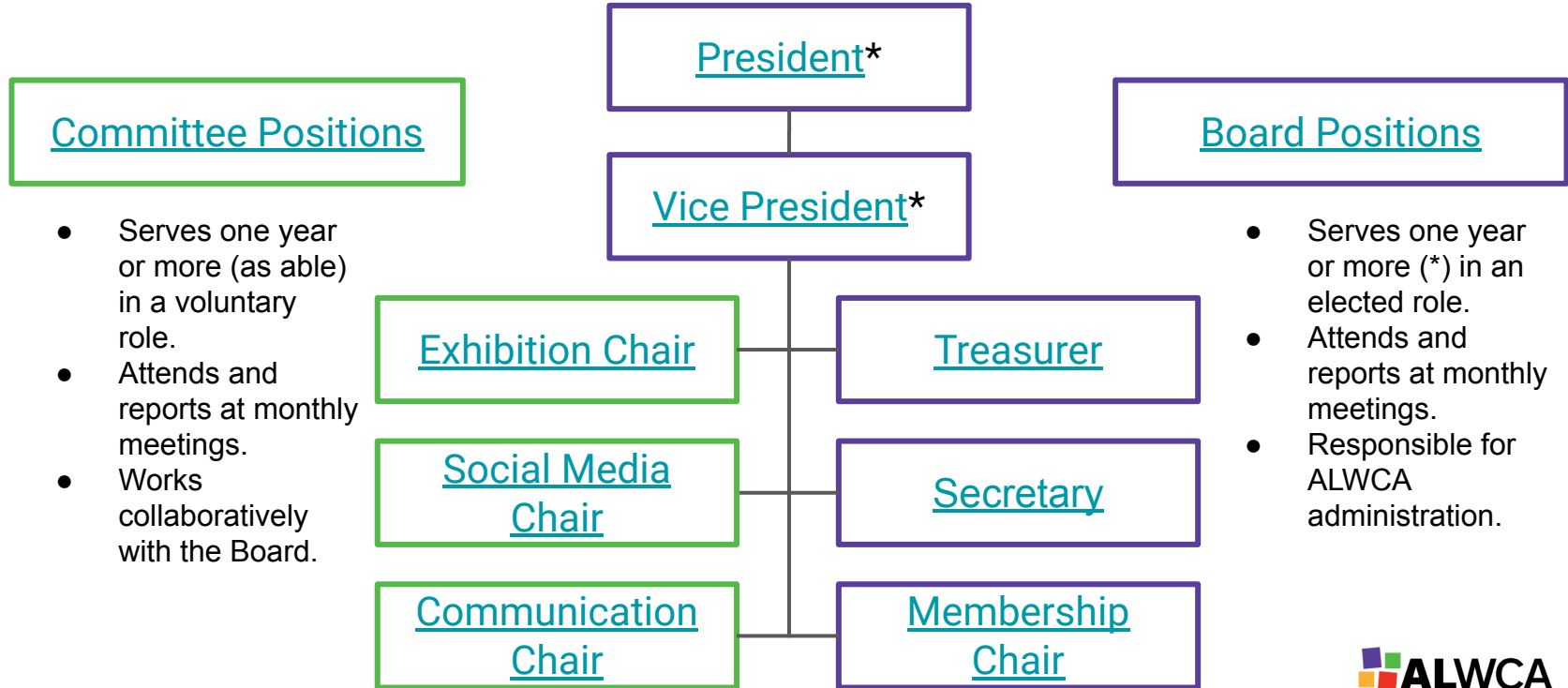
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We invite all creative women to become members. Art is art, no matter the media!

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 across the state, provide internships for students, and administer micro grants for women in the LGBTQ+ community. We also provide mentoring and peer support through bi-monthly meetings and member-driven special events such as Salon, Book Club, and Holiday celebrations.

# Leadership Chart



- Serves one year or more (as able) in a voluntary role.
- Attends and reports at monthly meetings.
- Works collaboratively with the Board.

- Serves one year or more (\*) in an elected role.
- Attends and reports at monthly meetings.
- Responsible for ALWCA administration.

# 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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  - [Treasurer](#) 11
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  - [Membership Chair](#) 13
- [Committee Positions](#) 14
  - [Exhibition Chair](#) 15
  - [Social Media Chair](#) 16
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# Board Positions

ALWCA holds elections for 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.

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- [Vice President](#) 10
- [Treasurer](#) 11
- [Secretary](#) 12
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# President

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- 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

# Vice President

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- Serves up to two years as 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

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- 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

# Membership Chair

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- 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

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- 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

# Social Media Chair

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- Serves one year as Social Media Chair of ALWCA
  - May serve in this role for multiple terms
- Manages ALWCA social media accounts
  - Responds to member comments
  - Moderates member discussions as needed
- Works collaboratively with the Board to promote ALWCA members and events



# Communications Chair

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- 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
- Maintains ALWCA Zoom Schedule
  - Sends event invitations out 24 - 48 hrs in advance
- Monitors ALWCA email account
  - Directs questions to the Board as needed



# Nomination Chair

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- Appointed in January to manage elections
- Reports on Candidates for roles in transition
  - Makes sure all nominated Candidates are aware of and accept their nominations
- Reports on election results
  - Makes sure ballots remain anonymous and that there is one vote per current member
- Ensures current and new Board officers are in contact

# 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

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Serving the women of Alabama is a team effort! 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



# 2020 Team Members

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Serving the women of Alabama is a team effort! The members of our 2020 Team did a fantastic job and we are thankful for their service.

## 2020 Team Members:

- President - Amy McBroom
- Vice President - Amanda Banks
- Treasurer\* - Amanda Banks
- Secretary - Melody Tiemann
- Membership - Sonja Rossow
- Exhibitions - Cynthia Wagner
- Social Media - Kimberly Hart
- Communications - Corinna Nicole
- Nominations - Amanda Banks

\*Temporary appointment due to 2020 challenges

# By-laws

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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/membership--info.html>

National bylaws (and additional information) are available here:

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