



Automotive Women's Alliance Foundation
P.O. Box 4305, Troy, MI 48099
Phone: 877-393-AWAF / Fax: 248-239-0291
www.AWAFFoundation.org

December, 2009

POSITION DESCRIPTIONS (including Committee's)

Officers and Directors of the Automotive Women's Alliance Foundation (AWAF) are elected by the Board of Directors in the fall for a term of two years. Generally, half the officers and half the directors are elected each year to provide for continuity. Individuals in AWAF leadership positions are expected to attend each Board of Directors meeting and support AWAF events and/or the AWAF. Each Director must be a member of AWAF.

President

The President presides at each executive, board, and membership meeting. The President is a member ex-officio of all councils, committees, focus, and interest groups. The President is not counted in the quorum or reflected in the roster, but may vote per Robert's Rules. The President may create, with the approval of the board, committees not provided for in the by-laws. The President shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall execute all authorized conveyances, contracts, or other obligations in the name of the AWAF except where required by law to be otherwise signed and executed and except where the signing and execution is expressly delegated by the Directors to some other officer or agent of the AWAF. The President shall preside at all meetings of the Directors and in his or her absence; the Directors shall designate a presiding officer. Generally, the requirements for serving as President include a minimum of two years of AWAF membership, experience on the AWAF Board, experience from governing Boards external to the AWAF, and AWAF committee service.

Vice President – Supplier Relationships

The Vice President, Supplier Relationships is responsible communication with automotive suppliers (Tier One-Three) to develop opportunities for synergy and to expand AWAF's presence and membership among these companies. This dialogue should not be limited to Detroit based suppliers but should include all automotive suppliers, wherever they may be based. The Vice President Supplier Relationships shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President together with the other Vice Presidents and shall perform any other duties prescribed by the Board of Directors. Generally, the requirements for serving as Vice President include a minimum two years of AWAF membership, experience on the AWAF Board, experience from governing Boards external to the AWAF, and AWAF committee service.

Vice President - Alliances

The Vice President, Alliances is responsible for developing strategic alliances and with other organizations (like: Inforum, MCWT, MSED, SAE-Detroit, AMA, SWAF, other), and companies that have a shared mission of recognizing and advancing women in the automotive industry. Additionally the VP of Alliances would identify opportunities to work collaboratively with said organizations to develop programs and benefits to deliver on the AWAF mission. The Vice President will work with the Executive Board to provide short and long term strategies for sustainability and growth of the organization. The Vice President shall, in the absence or unavailability of the President, perform the duties and the exercise the powers of the President and may perform other duties and/or special project as prescribed by the Board of Directors. Generally, the requirements for serving as Vice President include a minimum two years of AWAF membership, experience on the AWAF Board, experience from governing Boards external to the AWAF, and AWAF committee service.

Vice President – Industry Relations & Academia – PROPOSED & accepted 11/18/2009

The Vice President, Industry Relations & Academic Affairs is responsible for developing strategic alliances and with other industry organizations (e.g.> OESA, SAE, SAA, CAR, SAE) and industry related events (SEMA, DADA, AutoShow's, Aftermarket) that have the opportunity to advance the mission of recognizing and advancing women in the automotive industry. This post is also responsible for developing relationships and programs with universities that help to promote the educational and professional development needs of women participating in the automotive industry. The Vice President will work with the Executive Board to provide short and long term strategies for sustainability and growth of the organization. The Vice President shall, in the absence or unavailability of the President, perform the duties and the exercise the powers of the President and may perform other duties and/or special project as prescribed by the Board of Directors. Generally, the requirements for serving as Vice President include a minimum two years of AWAFF membership, experience on the AWAFF Board, experience from governing Boards external to the AWAFF, and AWAFF committee service.

Vice President – OEM Relationships

The Vice President, OEM Relationships is primarily responsible for establishing open lines of communication with automotive OEM's to develop opportunities for synergy and to expand AWAFF's presence and membership among these companies. This dialogue should not be limited to Detroit based OEM's but should include all automotive OEM's, wherever they may be based. The Vice President OEM Relationships shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President together with the other Vice Presidents and shall perform any other duties prescribed by the Board of Directors. Generally, the requirements for serving as Vice President include a minimum two years of AWAFF membership, experience on the AWAFF Board, experience from governing Boards external to the AWAFF, and AWAFF committee service.

Vice President – General Counsel

The Vice President, General Counsel is primarily responsible for legal counsel to AWAFF and its board of directors. The Vice President General Counsel shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President together with the other Vice Presidents and shall perform any other duties prescribed by the Board of Directors. Generally, the requirements for serving as Vice President include a minimum two years of AWAFF membership, experience on the AWAFF Board, experience from governing Boards external to the AWAFF, and AWAFF committee service.

Secretary

The Secretary shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary shall give notice of all meetings of the Directors for which notice may be required, and shall perform other duties prescribed by the Directors or the President. The Secretary shall execute with the President all authorized conveyances, contracts or other obligations in the name of the AWAFF. Generally, the requirements for serving as Secretary include a minimum of two years of AWAFF membership, experience from governing Boards external to the AWAFF, and AWAFF committee service.

Treasurer

The Treasurer shall have custody of the funds and securities of the AWAFF and shall keep full and accurate accounts of receipts and disbursements in books belonging to the AWAFF and shall deposit all revenue in the name and to the credit of the AWAFF in depositories designated by the Directors. The Treasurer shall disburse the funds of the AWAFF and shall render to the President and Directors an account of all his or her transactions as Treasurer and of the financial condition of the AWAFF. Generally, the requirements for serving as Treasurer include a minimum of two years of AWAFF membership, experience from governing Boards external to the AWAFF, and AWAFF committee service.

Chairperson - Sponsorship & Committee

The Sponsorship Committee Chairperson oversees the actions of the committee. Sponsors visibly encourage personal growth for all professional women and most importantly support the scholarship fund through their support of AWAFF events. Sponsorships are highlighted at AWAFF functions i.e. annual golf outing and quarterly featured speaker dinners and social events.

COMMITTEE: The purpose of the sponsorship committee is to seek corporate/individual sponsors to participate as partners to voice their commitment to support the career needs of professional women in the automotive industry.

Chairperson - Events & Committee

The Events Committee Chairperson oversees committee work, provides direction on process and policies, establishes goals, administers and establishes the AWAFF events. The Events Committee Chairperson works closely with the Marketing Committee to promote AWAFF events and create opportunities for media coverage. The Events Committee Chairperson or their designee shall keep records on all committee activities. Generally, the requirements for serving as Chairperson of the Events Committee include AWAFF membership, experience from governing Boards external to the AWAFF, and AWAFF committee service. Previous event experience is preferred.

COMMITTEE: The Event committee has two main missions: to provide members and their guests with a professional venue that allows for networking and social opportunities, and to offer speakers that are industry leaders and as subject matter experts. Members of the committee evaluate possible speakers, make the initial contact and market the event in terms of the formal invitations to send to the AWAFF distribution list. There are 4 quarterly dinner meetings, 2 networking events and any special event slated. Usually held on Tuesdays of each quarter and locations vary.

Chairperson - Golf Outing & Committee

The annual golf outing is a fund raising event supporting the AWAFF Scholarship activity.

COMMITTEE: Committee members arrange the outing facility, recruit foursomes and sponsors, solicit contributions for a silent auction and determine prizes.

Chairperson - Marketing & Committee

The Marketing Committee Chairperson oversees committee work, provides direction on process and policies, establishes goals, administers and establishes marketing for the AWAFF. The Marketing Committee Chairperson is responsible for the AWAFF newsletter, website, and public relations. The Marketing Committee establishes relationships with key industry media contacts and recommends for board approval the AWAFF spokesperson. The Marketing Committee Chairperson works closely with the Events Committee to promote AWAFF events and create opportunities for media coverage. The Marketing Committee recommends AWAFF styling guidelines, and administers a biannual survey to measure member and non-member satisfaction. The Marketing Committee Chairperson or their designee shall keep records on all committee activities. Generally, the requirements for serving as Chairperson of the Marketing Committee include AWAFF membership, experience from governing Boards external to the AWAFF, and AWAFF committee service.

COMMITTEE: The Marketing committee shall keep the public informed concerning activities and projects of AWAFF and shall specifically be responsible for all news releases to local media. The committee also assists the Events and other special events committees by acting as liaison between the speaker and the organization for publicity purposes. The mission of the PR committee is to increase exposure and public AWAFF awareness of organization's purpose, activities and projects, as well as our contributions to our industries, the educational community and to the community at large. The mission of the Website committee is to advise, recommend and implement enhancements to the

site as appropriate. The Newsletter committee shall obtain, organize and print the "Detroit-Up to Speed" publication on a quarterly basis.

Chairperson - Membership & Committee

The Membership Committee Chairperson oversees committee work, provides direction on membership forms and policies, and establishes short and long term goals for new member recruitment and current member retention. The Membership Committee Chairperson or their designee shall keep records on all committee activities. Generally, the requirements for serving as Chairperson of the Membership Committee include AWAf membership, experience from governing Boards external to the AWAf, and AWAf committee service.

COMMITTEE: The Membership committee is responsible for the identification and recruitment of new members as well as enhancing the retention of existing members. The committee is also responsible for identifying areas of value and interest to the membership, as well as areas of dissatisfaction and communicating that information to the Board. Members of the committee and the Board act as mentors for new members and coordinate the annual membership roster publish in the fall of each year.

Chairperson - Mentoring & Committee – currently not active

The Mentoring Committee Chairperson oversees committee work, provides direction on forms and policies, establishes goals and administers the AWAf programs that pair AWAf mentors and mentees. The Mentoring Committee Chairperson works closely with the Chairperson of the Corporate Resource Development Committee to align goals and objectives. The Mentoring Committee Chairperson or their designee shall keep records on all committee activities. Generally, the requirements for serving as Chairperson of the Mentoring Committee include AWAf membership, experience from governing Boards external to the AWAf, and AWAf committee service.

COMMITTEE: The goal of the Mentoring committee is to solicit mentors and mentees annually to match up with candidates that meet the Mentoring program specifications. The mentoring program focuses on applicants from various colleges, industries and individuals that desire to utilize a mentor to navigate their career during the eight month program. The committee will also "match up" mentor's with mentees to ensure the best compatibility for the relationship.

Chairperson - Scholarship & Committee

The Scholarship Committee Chairperson oversees committee work, provides direction on process and policies, establishes goals, administers and establishes the AWAf scholarship awards. The Committee establishes criteria for selecting applicants, identifies, and encourages students to apply for AWAf scholarships. The Committee also follows scholarship winners so the AWAf can discuss their career progress in AWAf collateral materials. The Scholarship Committee Chairperson or their designee shall keep records on all committee activities. Generally, the requirements for serving as Chairperson of the Scholarship Committee include AWAf membership, experience from governing Boards external to the AWAf, and AWAf committee service.

COMMITTEE: The major goal of the Scholarship committee is to provide scholarship opportunities to future women in automotive and affiliated industries. The committee will establish, maintain and grow relationships with local colleges and universities to provide professional and financial support to women in automotive and affiliated industries. The Scholarship committee will work with the Events committee to generate revenue to support the scholarship efforts.

Chairperson Professional Development & Committee – currently not active

The Professional Development Committee Chairperson oversees committee work, establishes goals, administers and establishes the AWAf professional development programs. The Professional Development Committee Chairperson or their designee shall keep records on all committee activities. Generally, the requirements for serving as Chairperson of the Professional Development Committee include AWAf membership, experience from governing Boards external to the AWAf, and AWAf committee service.

COMMITTEE: The Professional Development Committee's main mission is to provide members the opportunity to enhance their careers and career path by facilitating an annual professional development seminar. This seminar will occur annually and offer simultaneous workshops on various topics relating to career interests that can foster professional advancement. This committee will work with the Event committee to ensure venue cooperation and logistics involved with the event are coordinated.

Nominating Committee

The Nominating Committee oversees the execution and integrity of the nominating process. The Committee Chair(s) works with the President, Vice President, Secretary, and Treasurer to nominate and elect a slate of candidates from among the general membership of the AWAf for the elected offices of the AWAf. Generally, the requirements for serving as Chairperson(s) of the Nominating Committee include AWAf membership, experience from governing Boards external to the AWAf, and AWAf committee service.

Election Process

The Secretary works with the Executive Board and Nominating Committee to solicit nominations from among the general membership of AWAf and elect a slate of candidates for the open officer and director positions starting the first week of October. Generally, the requirements for serving as a Chairperson(s) of the organization include AWAf membership, experience from governing Boards external to AWAf and AWAf committee service. Any of these requirements may be waived by the Board.

The slate is then assembled during October and the final slate is voted on by the board at the November board meeting. A formal announcement is sent to the winning slate in late November with the outgoing and incoming boards invited to the December board meeting. After which, it is the responsibility of the outgoing/incoming board member to "hand off" respective AWAf materials for a seamless transition at the January board meeting. New board members are expected to be at the January board meeting ready to begin AWAf business.

Executive Advisory Council (EAC)

The EAC is made up of senior level executives in the automotive and affiliated industries. Members of the EAC offer guidance, strategic direction, act as mentors to AWAf membership and enhance relationships through professional networking. AWAf will look to the EAC to ensure that the goals, objectives and future of AWAf are in line with the vision and mission statements of AWAf. EAC members are invited to all regular AWAf board meetings. The President will hold at least one special meeting per year to update the EAC on activities, goals and objectives.