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**Nominating Form for: WBC Officer Positions**

**WBC needs you!**

Please consider nominating yourself or another person who may be interested in serving as a leader for breastfeeding in Wisconsin! (Others nominated will be contacted to assess their interest & availability.)

* Nominations for Officer Positions are being sought until filled
* Please submit a short bio describing why you are interested in serving on the WBC Board
* Filing of positions is decided by membership majority vote or as appointed by the Board

Your Name: Click here to enter text.Email: Click here to enter text.Phone: Click here to enter text.

**I am interested in the following:**

[ ] **Chair**

[ ] **Vice-Chair**

[ ] **Secretary**

[ ] **Treasurer**

[ ] **Outreach Committee**

[ ] **Event Committee**

[ ] **Advocacy Committee**

[ ] **Other area of interest:**

**Position Descriptions**

**Chairperson**:

* Two-year term (one as chair and one as past chair)
* Chair and facilitate all meetings
* Chair executive committee (EC) meetings
* Serve as spokesperson when needed
* Serve as central point of contact for inter-group communication
* Maintain communication with Executive Committee
* Provide assistance/leadership to other Executive Committee members as needed
* Respond to members concerns/ideas
* Approve all expenditures for the Coalition
* Serve as Past Chair: Upon completion of the Chairperson term, the Past Chair shall become a member of the Executive Committee for a one-year term.

**Vice Chair**:

* One-year term served prior to becoming Chair.
* Carry out the functions of the Chair in her/his absence
* Assist the Chair with all program planning and agenda change
* Coordinate and accept agenda items for quarterly calls
* Write the newsletter
* Lead the membership drive

**Secretary:**

* 2-year term
* Records and maintains meeting minutes
* Distribute meeting minutes to board members
* Maintains membership list and contact information
* Maintain current WBC Board Roster
* Regularly check the Gmail email account and forward or respond as needed

**Treasurer:**

* 2-year term
* Receive the monies of WBC
* Processes expenses and maintains financial records
* Provides fiscal update at monthly meetings
* Prepares annual budget
* Consults with Executive Committee on fiscal decisions
* Submit required IRS tax form annually

**Local Connections Committee Chair:**

* Maintain local coalition directory and map
* Develop mechanism for easy sharing and discussion between locals (probably virtual)
* Facilitate connections between similar communities (e.g., size, geography, rural/urban, capacity, history, interests)
* Support communities interested in starting a coalition

**Outreach Committee Chair:** *Will have additional leads for Facebook, website and newsletter*

* Newsletter (quarterly)
	+ Organize content and seek submissions from other committees, local leaders, Executive Committee members, etc.
	+ Manage distribution
* Facebook
	+ 1-2 people to lead management/scheduling of posts
	+ Consider sponsored posts ( budget item )
* Website
	+ 1-2 people with web technology expertise and account access
	+ Committee reviews/seeks input/proposes changes to overall website content and organization
* Develop/Distribute press release templates, sample social media posts, and/or other communications for statewide use on as needed basis or for special events (e.g. World Breastfeeding Week)
* Develop/Share resources and offer support related to media communications
* Other: social media, future media campaigns

**Event Committee Chair:**

* Annual Summit
	+ Plan agenda and identify speakers (with input from Executive Committee)
	+ Determine location and date
	+ Manage facility logistics
	+ Registration
* Local Coalition Awards Program (frequency/structure TBD)
* Seek sponsors or other funding sources
* Other events as needed

**Advocacy Committee Chair:**

* Encourage and support local leaders to develop relationships with local/state/federal legislators
* Work towards developing WBC advocacy efforts
* Sign onto advocacy efforts of USBC or other organizations as appropriate
* Share tools/resources, provide training, and/or educate local coalitions and champions on advocacy-related topics

**USBC Committee Representatives:**

 Four appointed from Executive Board to represent WBC as USBC member.

Please submit this nomination form to wibreastfeeding@gmail.com.

For questions contact Jenni Loging, 608-785-6423, jloging@lacrossecounty.org

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