

Presidential Election

Application Process

- Read the position qualifications and job descriptions on this page.
- If nominating a WCA member, contact her and make sure she wants to be a candidate. She would then apply, and you would write a nomination letter for her.
- If you are nominating yourself, have at least one person write a nomination letter for you.
- Each candidate must send the following attachments in Word.doc format to nominations@nationalwca.org by Friday, May 10, 2013:
 1. One or two letters of nomination
 2. The nominee's resume
 3. Short biography
 4. A brief statement addressing why the nominee wants to be President, what skills she will bring, her leadership style, and her vision for WCA
 5. One or two letters of recommendation

Deadline

Forward all necessary information to nominations@nationalwca.org by Friday, May 10, 2013. All information must be in Word.doc format.

Position Qualifications for President

National Board of Directors

Women's Caucus for Art (WCA)

This position comprises a six-year term, first as President Elect, then as President, and finally as Past President and works closely with the other members of the Board of Directors, WCA's Director of Operations and other staff to provide leadership and direction to the organization.

Qualifications for Women's Caucus for Art (WCA) President Elect Candidates

WCA member in good standing who will bring a personal commitment to WCA's mission and goals and a variety of experience and attributes described below:

- Demonstrated leadership and management ability and experience; thinks through challenges and opportunities and applies sound judgment;
- Demonstrated ability to achieve results and accomplishments through others and take accountability for people and decisions;
- Strong and effective verbal and written communication, networking, and relationship-building skills; ability to build on established partnerships and collaborations and manage differing opinions and difficult situations;
- Demonstrated ability to manage projects, tasks, and people; and focus on solutions

and results when leading a team or assignment;

- Fiscal literacy and an understanding of sound financial management and business practices;
- Capacity for empathy and ability to work in/with diverse communities;
- Experience in fundraising;
- Experience serving on a Board of Directors for a non-profit desirable with experience serving on the WCA Board or chapter board;
- Creativity, innovation, and familiarity with an entrepreneurial approach.

Other Qualities

The President-Elect candidate should possess high moral and ethical character. The candidate must exhibit independence, objectivity; and capacity to represent WCA effectively.

Requirements

Annually, the President chairs two board meetings and an executive committee meeting; co-chairs the annual WCA conference and Lifetime Achievement Awards, and participates in conference calls with the executive committee and other committees, as necessary. Travel and expenses required for this position are not reimbursed by WCA.

WCA PRESIDENT-ELECT POSITION DESCRIPTION (ELECTED TWO-YEAR TERM)

- Acts as the President of the WCA in the event of the President's death, resignation, or inability to serve;
- Assists in the duties of the President, conducts special assignments and responsibilities under the direction of the President;
- Serves as a member of and attends all meetings of the Board of Directors and the Executive Committee;
- Consults with and advises the President on general matters of policy and Procedure;
- Develops plans and lays groundwork for implementation of plans for her presidential term;
- Serves as a member of the annual Conference and Lifetime Achievement Award committees;
- Consults with and oversees certain other standing and ad hoc committees and task Forces;
- In the absence of Committee chairs, reports on committees under her supervision at the Board of Directors' meetings;
- Becomes familiar with the responsibilities of the President and the activities and positions of the National Board, chapters and the staff;
- Submits a detailed written report on activities accomplished during her term of

Office; including written recommendations for possible implementation by successor;

- Serves on the Fundraising/Development committee.

WCA PRESIDENT POSITION DESCRIPTION (TWO-YEAR TERM)

- Reporting to the Board of Directors, leads the organization to build on past accomplishments, further the mission and chart future goals and direction;
- Responsible for working closely with the community, cultivating financial and other support, and overseeing the programs and staff;
- Serves as Chief Executive Officer of the WCA and supervises all of the business and affairs of the corporation;
- Oversees the operations and programs and provide effective leadership for the Board of Directors and management and direction to staff;
- Provides WCA with the visionary and strategic leadership to carry out its mission and maintains focus on its mission and vision;
- Supports the Board of Directors in its governance role;
- Exercises effective decision-making and assists the Board of Directors in setting effective organizational policies, developing strategies and making decisions;
- Seeks out opportunities to improve organizational operations to ensure that WCA functions as a strong, cohesive organization;
 - Oversees the organization's financial position and outlook to ensure fiscal responsibility and security. Ensures that the Finance Committee develops policies and strategies for financial management, ensuring accountability and long-term stability. Ensures that WCA maintains its 501(c)(3) status;
- Guides fundraising and development efforts and provides the leadership and vision necessary to significantly increase the organization's effectiveness in Fundraising; and ensures that major donor prospects are identified;
 - Represents WCA to the community, funders, elected and appointed officials, and other related organizations; develops and maintains sound relationships with those who share the WCA's mission and vision;
- Presides at all Board and national membership meetings; ensures that actions and resolutions approved by the Board are implemented;
- Signs any deeds, mortgages, bonds, contracts, or other instruments except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the WCA;
- Mentors the President-Elect. Assigns tasks and responsibilities that will give her the experience and knowledge necessary to become the succeeding President;
- Assigns responsibilities to the Past President that assists the President in transitioning to her leadership role and completing unfinished, relevant business from the Past President's Presidency;
 - Selects, employs and evaluates the Director of Operations and any other staff and

approves policies that govern the administration of these staff. Ensures that wage and labor laws are followed for all paid staff;

- Appoints non-elected officers; appoints Committee Chairs, and establishes standing committees, ad hoc committees and task forces not otherwise included in the responsibilities of WCA officers;
- Authorizes charters to local WCA chapters. Withdraws charters from non-conforming WCA chapters;
- Maintains regular communications with board of directors and members. Submits a written report of WCA activities and financial status to the membership at least once a year;
- Submits a detailed written report on activities accomplished during the term of Office, including written recommendations for possible implementation by Successor.

WCA PAST PRESIDENT POSITION DESCRIPTION (TWO-YEAR TERM)

- Completes any projects undertaken during her presidency including closing out the books on the annual conference that corresponds with the end of her term and the beginning of the next president's term;
- Mentors the President on policy and procedures;
- Serves as a member of and attends meetings of the Board of Directors and the Executive Committee;
- Conducts special assignments and responsibilities under the direction of the President;
- Serves as a member of the annual Conference and Lifetime Achievement Award Committees; and other standing and ad hoc committees and task forces;
- Consults with and provides advice to President as requested on general matters of policy and procedure to ensure continuity.

2013 PROCESS AND TIMELINE FOR THE WCA PRESIDENTIAL ELECTION

March 15: WCA E-News call for nominations for President Elect to serve 2014-16

May 10: Deadline for all nominations

May 15: Nomination packets due to Nominating Committee. Only applications that contain all of the information requested will be submitted to the Nominating Committee.

May 16 - July 13: Nominating Committee vets all candidates. They will review all of the information included in the nomination packets. From the candidates, they will select one or two candidates, who will be placed on the 2013 ballot.

August 15: Newsletter will announce names of Presidential Candidates to be placed on the 2013 ballot.

Sept 1 - Nov 17: Votes will be cast by WCA members for 2014-16 President Elect(s).

By Dec 1: Members notified of election results

2013 NOMINATING COMMITTEE

Chair: Yuriko Takata

Committee:

Sherri Cornett

Sandra Mueller

Janice Nesser-Chu

Margaret Parker

Ann Rowles

Linda Stein