



ASCI Elections 2021 Executive Board Members Call for Application

Austin Sister Cities International (ASCI) is a volunteer-driven local 501(c)(3) non-profit corporation that thrives on dedicated members. The Executive Board consists of five Officers: the Chair, Vice Chair, Secretary, Treasurer, and Communication Director, along with the Chairs of individual sister cities committees and at-large members.

Austin Sister Cities International is holding elections in January 2021 to bring committed and energetic individuals to the ASCI Board of Directors for one-year terms. We are seeking candidates to apply for **all volunteer board positions**. Service on the Board is an excellent opportunity to refine your skills and share your vision with a dynamic group.

On behalf of the Board of Directors, we invite interested individuals in the Austin area to **submit an Application online at ckaba@austinsistercities.com by January 15, 2021**. A description of the nomination and election procedures and position requirements can be found below.

If you would like more information or to discuss your possible involvement on the ASCI Board of Directors, please contact Co-Chairs Kristie Bryant at kbryant@austinsistercities.com and/or Margie Tiedt at mtiedt@austinsistercities.com.

Members of the current Board of Directors have found this experience to be both highly rewarding and great fun. We hope that you will join our advocacy efforts and consider running for office.

Application and Election Procedures

Please submit your application online at ckaba@austinsistercities.com by January 15, 2021. Your application should include

- 1-2 paragraphs elaborating on your skills and your motivation to join the ASCI Executive Board
- Simple resume

Your application will be reviewed by current members of the Board. If moving forward you will be invited to the election meeting on January 27, 2021.



Position Description and Requirements:

Workload estimated at 2-5hrs/week

Term: 1 year

The Chair of Austin Sister Cities International serves as the Executive Officer of the organization with the following duties and responsibilities:

- call all meetings (regular and special),
- prepare a written agenda for each meeting and send to the Secretary in a timely manner,
- preside at all meetings of the membership and of the Board of Directors,
- provide general supervision of the affairs of the organization,
- approve proposed budgets and any expenses, and write checks and use bank card when treasurer is unavailable,
- appoint all standing and special committees,
- submit annual reports of the active member committees to the City by the end of February.

The Vice Chair of Austin Sister Cities International works closely with the Chair to ensure that they are prepared to perform those duties if needed.

- Executes the duties of the Chair if the elected Chair is incapacitated or unable to attend

The Secretary of Austin Sister Cities International keeps a lasting record of meetings, decisions, activities, and involvement:

- keep accurate records of membership and attendance at each meeting, (take notes of each meeting and write accurate minutes for inclusion in the ASCI folder on Google Drive),
- oversee and file the organization's records and related materials,
- provide advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.

The Treasurer of Austin Sister Cities International is charged with overseeing the management and reporting of the organization's finances:

- uses standard accounting methods to maintain a checking account and process all payments (checks, wires, paypal etc.) for the general fund and individual committee's funds as applicable,

www.austinsistercities.com | @austinsistercities

Austin Sister Cities International is a 501(c) (3) nonprofit corporation. Tax ID: 74-2965068.

Austin Sister Cities International is a member of Sister Cities International.



- prepares and presents quarterly and annual reports to the executive board,
- assists Communications Director with online donation platforms
- oversee who has access to the organization's funds and any outstanding bills or debts owed, create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies,
- prepare an annual budget, as well as regularly monitor and compare the actual revenues and expenses incurred against such budget,
- keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.
- complete or ensure completion of required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

The Communications Director of Austin Sister Cities International is responsible for planning, development and implementation of all of the organization's marketing strategies, marketing communications, and public relations activities, both external and internal.

- oversee communications within the organization (announcing important dates and news)
- represent the organization to the public (in person at events, and virtually by maintaining ASCI's website and social media)
- coordinate and promote events (writing speech and press releases, promoting special events, any other PR related duties as needed)

At-large members of Austin Sister Cities International advance the organization through:

- providing specialized expertise in one or more of the following areas: fundraising, networking, new member recruitment etc.
- acting as voting members of the executive board and potential serving as officers.