

## IWCR Board Candidate Application

The Association “International Women’s Club of Riga” (IWCR) is a non-profit organization.

The executive institution of the Association is the Board which is composed of 5 (five) members (Chairman of the Board and four members of the Board) elected by the MGM. The Board represents the interests of members during the time periods between the Members General Meetings.

The working language of the IWCR is English, so in order to apply for the position of the Board member your command of English should be excellent.

**Completed, signed and scanned applications are to be submitted to the IWCR  
by e-mail**

Name:

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E-Mail:

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Phone:

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Briefly explain why you want to serve on the IWCR Board, and describe any previous experiences that you consider relevant supporting any other organization.

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I hereby certify that I:

- have the legal capacity
- haven't been convicted of a felony
- am not an Auditor of the Association
- am fluent in English.
- am current on membership fee and other payments determined by the Board
- am not an employee of the Association or the spouse of an employee of the Association

Signature:

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Date:

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**President:** external representative of club, oversight of club activity including goals, board members and coordinators, finances and budget, contracts and legality, partnerships, communication, and bazaar coordination support and oversight

**Vice President:** support oversight and President duties, Meet & Greet, bazaar coordination support

**Secretary:** monthly board meeting planning (place, time, attendance), agenda and meeting minutes preparation and coordination, internal board communication, board email address, coordinate AGM, bazaar coordination support

**Treasury:** payments, bookkeeping, accounts, budgets, financial documents, financial tracking, membership fees and payment processes, bazaar coordination of all financial activity including budget, banking, expenses, contracts, tax

**Charity:** set charity budget, visits and relationships, including charity drives and bazaar, review partnerships and report activity of charities

**Membership:** new members, membership fee, member database, member demographics

**Bazaar coordinator:** plan and organize venue, keep overview, interconnect the different roles, communication to board, members and external

