



ncnw
 commitment | unity | self reliance

May 20, 2020

Greetings NCNW Membership,

NCNW was founded in 1935 by Dr. Mary McLeod Bethune, influential educator and activist, and for more than fifty years, the iconic Dr. Dorothy Height was president of NCNW. Ms. Ingrid Saunders Jones was elected Chair of NCNW in 2012, ushering in a new era of progress and growth for the organization.

The mission of the National Council of Negro Women (NCNW) is to lead, advocate for and empower women of African descent, their families and communities. NCNW is an "organization of organizations" (comprised of 286 community and campus-based sections in thirty-eight states, and thirty-two affiliated national women's organizations) that enlightens, inspires and connects more than 2,000,000 women and men.

The success of our section lies in the collaborative team efforts of advocacy, volunteerism, service and leadership. Through our section's work on the front lines, they help us lead, develop, and advocate for women of African descent as they support their families and communities. We appreciate your interest and welcome your participation!

NCNW Board Officer election will be held on June 20, 2020 through the Virtual Meeting. We are accepting nominations now. Nominees must be a current paid member by June 20, 2020. Please consider becoming part of the Denver Section Board to keep the legacy alive and fulfill the mission of Mary McLeod Bethune and Dorothy I Height.

NCNW ELECTION SAMPLE BALLOT 2020 – 2022

President	1st Vice President
2nd Vice President	3rd Vice President
Treasurer	Financial Secretary
Corresponding Secretary	Recording Secretary

If you have questions or want to nominate someone or yourself, please contact Sheila Smith via text at 720-828-1120 or email at sheliacopesmith@aol.com no later than June 15, 2020.

Best Regards,

Valorie Yarbrough

Valorie Yarbrough – President

Shelia Smith

Shelia Smith – Nomination Chair



President/Chairman of the Executive Board.

It shall be the duties of the President/Chairman of the Executive Board to:

1. Perform such duties that usually pertain to this office;
2. Appoint standing committees, except the Nominating and Elections Committees, and such other committees as necessary for the implementation of the organization's program;
3. Serve as the chair of the Executive Board;
4. Along with the Executive Board, enforce compliance with the bylaws;
5. Serve as the spokesperson for the organization
6. Perform such ceremonies as may be necessary; and
7. Work with other organizations to maintain cooperative relationships.

Vice-Presidents.

It shall be the duties of the Vice-Presidents to:

1. Serve as a member of the Executive Board;
2. Perform duties assigned by the President

First Vice President

1. Preside over Section meetings in the absence of the President
2. Serves as the overall Chair of all NCNW Programs and Fundraising
3. Responsible for the implementation of National's programs on a local level

Second Vice President

1. Serves as the Chair of the Membership Committee
2. Responsible for organizing and implementing all membership activities
3. Responsible for creating and maintaining a membership packet and distribute to all members.

Third Vice President

1. Shall be a young adult between the ages of 25 to 39
2. Serves as the Chair over Young Adult Programming
3. Responsible for implementing National's youth initiatives on a local level

Recording Secretary.



It shall be the duties of the Recording Secretary to:

1. Be responsible for the written record of the proceedings of the regular meetings of the general body, the Executive Board, and special meetings of these bodies.
2. Send the minutes to membership before the next general body meeting
3. Shall always maintain the most current copy of all Section documents (Handbook, Constitution and Bylaws, etc.)

Corresponding Secretary.

It shall be the duties of the Corresponding Secretary to:

1. Read all correspondence at each Regular and Executive Board meeting
2. Send all notice and issue all calls of announcements and meetings
3. Write such correspondence as the President/Executive Board Chair may designate

Treasurer.

It shall be the duties of the Treasurer to:

1. Be responsible for the receipt of all money transmitted to NCNW;
2. Deposit or cause to be deposited in such a bank or banks as the Board of Directors may determine, all monies received by NCNW.
3. Produce or cause to be produced, all records of money received, and expended without delay upon the written or oral request of the President, Executive Board, or members in a meeting.
4. Pay upon receipt, warrants signed by the President.
5. Submit or cause to be submitted, a monthly report of income and disbursements to the President, Finance Committee, and Executive Committee.
6. Cause to be submitted all records and receipts of disbursement together with corresponding warrants to the independent auditor immediately after the close of business on September 30 of each year.

Financial Secretary



It shall be the duties of the Financial Secretary to:

1. Set up financial books to record the cash receipts
2. Receive all monies for the Section
3. Issue pre-numbered receipts for monies received
4. Account for and transfer all monies received to the Treasurer
5. Write vouchers for payment of approved invoices and submit same to the Treasurer
6. Record all receipts in proper accounting books
7. Cause to be submitted all records and receipts of monies received to the independent auditor immediately after the close of business on September 30 of each year.
8. Assist the Treasurer with preparing and filling any necessary tax and/or governmental forms

Qualifications for Office and Good Standing

- Must be in good financial standing prior to election for office.
- Demonstrated commitment to NCNW's mission;
- Understands and is committed to NCNW's goals through a spirit of volunteerism
- Regularly attend general body and executive board meetings
- Is willing to give time, talent and financial support to advance NCNW's mission and ongoing operations;
- Is willing to take responsibility for the organization's future direction and performance against established goals;
- Possesses significant leadership skill experience in NCNW, a national affiliate or non-profit organization
- Has experience and a positive, track record leading major change or transformation for an organization or institution;
- Possesses strong functional skills in a critical area (e.g. Finance, Fundraising, Marketing, Research)