

ADVISOR

The chief function of the GAWN Advisor is to provide institutional memory and knowledge to the Chair and board and to serve as a liaison between GAWN and its designated service project; typically the service project event is held in June.

MONTHLY LUNCHEON MEETING

BEFORE:

- Prepare GAWN service project donation envelopes to be placed on the tables during the luncheon meeting. Be sure to check the registration to ensure enough envelopes are brought to the event.

DURING:

- Arrive early and place envelopes on the tables.
- Sit at a front table during the luncheon
- Touch base with service project speakers at meeting arrival.
- Time keeper for service project & program speaker
- Make announcement at meeting about the GAWN service project's needs, activities, and fundraising events. Encourage the membership to become involved in activities.
- Introduce the GAWN service project representative for their 1-minute promo.

AFTER:

- Collect all envelopes at the end of the meeting, count all monies, record the amount, and distribute directly to the service project representative.

MONTHLY BOARD MEETING

BEFORE:

- Prepare a report for the board meeting with the total donated to the service project at the luncheon and also an updated YTD total.
- Prepare for the annual planning meeting the names of worthy new potential service projects to board for possible adoption.

DURING:

- Present GAWN service project report of monies collected.
- At the annual planning meeting, present and discuss the names of worthy new potential service projects.

AFTER:

- Submit service project updates to the Web & Social Media Administrator for inclusion on the service project portion of the GAWN website.
- Complete any action items from the board meeting.

OTHER ANCILLARY DUTIES

- Coordinate the yearly service project event for the June luncheon. Work as a liaison between the board and the service project to decide on a beneficial project and enjoyable luncheon. (Best to start planning by January).