



Dear Community Members,

The time has come again to elect new officers for the Hmong Association of Washington. Please find a description for each role below:

PRESIDENT

The President's role is to represent the organization in all affairs regarding business decisions, sponsors, community, and program activities.

The President's responsibilities are:

- To find financial resources for the organization's activities and programs
- To communicate with the community and advisors on business decisions
- To oversee the planning of activities for the year
- To bring sponsors and financial resources to finance the organization's programs
- To change signee of bank account to the successor
- To ensure the HAW postal mail is checked regularly
- To ensure all legal commitments are met

Activities include:

1. Check the HAW mail
2. Attend community gatherings
3. Be responsive to phone calls
4. Contact community leaders about HAW events
5. Connect with other Hmong organizations
6. Connect with local organizations
7. Create and mail out the newsletters
8. Maintain the community distribution list (address and email)
9. Follow through on grants
10. Send out meeting notices and agenda
11. Attend APIC meetings
12. Attend LHA meetings
13. Fill and submit the business license

VICE PRESIDENT

The Vice President's role is to learn, understand, and support the duties of the President, Secretary, and Treasurer.

The Vice President's responsibilities are:

- To fill in for the President, Secretary, and Treasurer when they are not available
- Hmong New Year Festival Director
- Serve as the Seattle Center FESTAL Representative



SECRETARY

The Secretary's role is to ensure all organization activities are recorded and archived.

The Secretary's responsibilities are:

- To record meeting minutes and ensure all members follow up on their duties and assigned tasks
- To confirm the meeting minutes with the board of directors
- To maintain an inventory database of all organization-owned equipment
- To maintain the website and keep it up to date

BOARD OF DIRECTORS

The Board of Directors consist of the four officers and the Board members. The Board of Directors' role is to ensure the decisions proposed by the organization are within the vision and mission of the By-Laws.

The Board of Directors' responsibilities are:

- To drive funding opportunities for the programs and activities of the organization
- To attend monthly board meetings and vote on issues. Minimum 8 meetings per year.
- To understand the Bylaws of the organization and the business of nonprofits
- To communicate with the community leaders on their advisement of decisions made within the organization