

QUEENS TOGETHER EMPOWERED

Leadership Position Application

Applicant Name: _____

Phone: _____ Email: _____

Date: _____

Position Requested

Select one position. The Founder & President is a permanent position and is not open for application.

☐ **Vice President**

Assists the President; oversees recruitment, applications, orientation, membership records, attendance, and membership standing.

☐ **Secretary**

Records minutes and official records; collects and records \$35 monthly dues; maintains income, expense, receipt, and payment documents; reports to Treasurer.

☐ **Treasurer**

Reviews Secretary's financial reports, reconciles deposits and bank statements, oversees budgets, financial controls, and reporting.

☐ **Planning Committee Chairperson**

Leads planning committee; supervises Events & Travel Coordinator and Community Outreach Director; reviews plans and budgets.

☐ **Events & Travel Coordinator**

Plans trips, outings, and events; coordinates venues, itineraries, and costs; reports to Planning Committee Chairperson.

☐ **Community Outreach Director**

Plans service and mentorship initiatives; coordinates partners and volunteers; reports to Planning Committee Chairperson.

☐ **Public Relations & Communications Director**

Manages approved announcements, messaging, branding, and event promotion while protecting confidentiality.

☐ **Sisterhood & Wellness Coordinator**

Coordinates member fellowship and wellness activities; supports respectful, confidential group discussions.

☐ **Fundraising Coordinator**

Develops fundraising campaigns, coordinates approvals, and submits funds and records under approved procedures.

Why are you the best candidate for this position?

Describe your experience, skills, ideas, and how you would support the mission of Queens Together Empowered.

Availability & Commitment

Are you able to attend leadership meetings and fulfill the duties of this position? ☐ Yes ☐ No

I understand that leadership positions are subject to the organization's bylaws, confidentiality rules, and approval process. I agree to carry out the responsibilities of the position if selected.

Applicant Signature: _____ Date: _____