



Alliance Française

Board of Directors Nomination Form

Due February 21, 2020

Submit to info@afgainesville.com

(only electronic submissions will be accepted)

Name: _____

Address: _____

Phone Number: _____ **Email:** _____

Current AFG Member: Yes No

(Only members who are in good standing are eligible to be nominated for a Board position. If you are interested in a Board position but have not paid your dues, please go to www.afgainesville.com/members/ to renew.)

Position Sought: _____

(Please see the following page for job descriptions for each available position.)

Why are you interested in becoming a Board Member of the Alliance Française de Gainesville and what are your qualifications with regards to the position that you are seeking? (Attach additional page if needed.)



Board of Directors Job Descriptions

Below is a list of available positions on the AFG Board of Directors along with a job descriptions. Each position serves on the Board for a two-year term starting March 2020 and ending July 2022.

President

The President is a voting member of the Executive Committee and Board of Directors and is responsible for promoting the Chapter's mission of providing the highest quality of French language learning through language classes and social/cultural events. The President presides and leads all meetings (Executive Board, Board of Directors, General Meetings and Special Meetings). The President provides the agenda for each meeting and manages the overall development of the Chapter.

The President is also the spokesperson for the Chapter in the community. S/He drafts all official letters and represents the Chapter at official events with French dignitaries/diplomats. The President supervises all functions including events, promotions, sponsorships, communications and any other activities affecting the Chapter.

The President performs other duties as dictated by the Chapter's bylaws.

Preferred Qualifications– French proficiency C1 or higher, proficient in composing letters in both English and French, some business background and experience working with a volunteer board of a non-profit organization is a plus.

Vice President

The Vice President is a voting member of the Executive Committee and Board of Directors. S/He works closely with the President and presides over meetings and events when the President is unavailable. The Vice President represents the Chapter in the community and oversees all public relations.

Preferred Qualifications – French proficiency C1 or higher, proficient in composing letters in both English and French, some business background and experience working with a volunteer board of a non-profit organization is a plus.



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Treasurer

The Treasurer is a voting member of the Executive Committee and Board of Directors. S/He is responsible for all bookkeeping activities for the Chapter. S/He deposits all receivables, manages the Chapter's accounts, schedule payments for invoices to teachers and vendors and handles all expenditures. S/He provides financial reports at all Board and general meetings. S/He also assists with setting the budget for all events. The Treasurer works with the outside accountant and the President to reestablish and maintain the Chapter as a 501C3 status with the Internal Revenue Service and maintain this status on an annual basis.

Qualifications – French proficiency B1 or higher (*preferred but not required*), general understanding of accounting and bookkeeping, experience working with a volunteer board of a non-profit organization is a plus.

Secretary

The Secretary is a voting member of the Executive Committee and Board of Directors. S/He works closely with the President to draft the agenda for each meeting and distributes the agenda to members. S/He records all meeting minutes, distributes minutes to members for comments and make revisions. S/He is also responsible for recording votes at meetings. The Secretary manages the Chapter's Google folder and keeps all documents (ie. Chapter bylaws, meeting agendas, meeting minutes, invoices, vendor contracts, teacher contacts, etc.) for historical purposes.

Qualifications – French proficiency B1 or higher (*preferred but not required*), excellent writer, detail oriented and organized, experience working with a volunteer board of a non-profit organization is a plus.

Education Director

The Education Director is a voting member of the Board of Directors and is responsible for curating all French courses for the Chapter. S/He is in charge of recruiting, managing and ensuring that all teachers on staff has a current AFG contract on file. In addition, the Education Director administers French proficiency tests to all teachers to record their French levels. S/He works closely with each teacher to create course descriptions and posting of the descriptions on the website at the start of each new session. The Education Director maintains student rosters and process teacher invoices through Kiwiversity. S/He works with the Treasurer to ensure teachers are paid on a timely basis. The Education Director leads the Chapter's efforts in establishing AFG's Testing Center with the assistance of the Delegation Generale as needed.

Preferred Qualifications – French proficiency C1 or higher, proficient in composing letters in both English and French, good understanding of the different French proficiency levels as



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established by the Common European Framework of Reference for Languages (CEFR), some business background and experience working with a volunteer board of a non-profit organization is a plus.

Communications Chair

The Communications Chair is a voting member of the Board of Directors. S/He works closely with the President and Vice President to distribute accurate information/news regarding the Chapter's activities on a timely basis. Sends out invites to special events, email notifications about upcoming classes/events, promotional announcements about upcoming events, maintaining the Chapter's social media accounts, etc.

Qualifications – French proficiency B1 or higher (*preferred but not required*), excellent writer, general knowledge in graphics design, experience in working in Microsoft Publisher or equivalent, experience working with a volunteer board of a non-profit organization is a plus.

Events Chair

The Events Chair is a voting member of the Board of Directors. S/He works with all members of the Board of Directors in planning and organizing all events (includes open houses, social and cultural events and annual meetings). The Events Chair is also responsible for recruiting and managing the Events Committee and to secure sponsorships for events.

Qualifications – French proficiency B1 or higher (*preferred but not required*), excellent writer and verbal communicator, organized, strong leadership skills, skilled in negotiation, works well with a diverse group of volunteers, experience working with a volunteer board of a non-profit organization is a plus.