

THE NAWIC OFFICE

LOCATION & MAILING ADDRESS:

327 South Adams
Fort Worth, Texas 76104-1002

TELEPHONE NUMBERS:

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The NAWIC Office is located in the headquarters building purchased by NAWIC in 1984. It houses the NAWIC staff. Most NAWIC functions are carried out at the NAWIC Office, such as membership services and dues processing. Some NAWIC functions, however, are contracted out to third parties, such as auditing, legal, large scale printing, Annual Conference planning, etc. Communication for members with these providers is through the Executive Director. All staff activities and contract services are under the direction of the Executive Director, who is the senior employee of NAWIC.

NAWIC members are welcome to visit the NAWIC Office at any time. Since staff has many assigned duties with deadlines to adhere to, advance notice is highly recommended to assure the best attention. The NAWIC Office is open Monday through Thursday from 7:30 am to 5:00 pm Central Time. Hours may be changed from time to time by the Executive Director due to varying operating or weather conditions.

THE NAWIC STAFF

All NAWIC staff reports to the Executive Director. The Executive Director is employed by the President and the Executive Committee and reports on a "day-to-day" basis to the NAWIC President. A Standard Performance Evaluation will be given by the current President and Incoming President-Elect before negotiation of the next year's contract.

EXECUTIVE DIRECTOR

The limits of the authority of the Executive Director are set by the NAWIC Board of Directors. Generally, she is to:

- Report to the NAWIC President and implement directives of the NAWIC President, the NAWIC Executive Committee and the NAWIC Board of Directors;
- Oversee the NAWIC staff, including, but not limited to hiring, termination, yearly evaluations, delegation of duties, developing and implementing job descriptions and personnel policies, maintaining personnel files, assuring staff professional development;
- Coordinate and control external communications with other associations, the press/media, including the implementation of NAWIC's marketing plan and participating in activities with other organizations;
- Serve as liaison with, and provide support to, NAWIC members in the governance and programs of the association, including assisting the NAWIC Treasurer and Finance Committee, assuring the implementation of professional development programs for members, and generally fostering good communication between and among members and the association to create an open, friendly and professional relationship between staff and members;
- Assure that all steps are taken to protect NAWIC's legal and tax status, safeguard its property and assets, protect and invest its funds, collect its receivables and pay its debts, in conjunction with professionals hired by the NAWIC Board of Directors for these purposes. The limitation on the Executive Director's authority to sign checks is set out in the bylaws, and her authority to commit funds is limited by the annual budget adopted by the NAWIC Board of Directors.
- Keep the NAWIC Board of Directors regularly informed on all matters of significance to the operation of the association, through attendance at NAWIC Board of Director and committee meetings, and submitting written and oral reports on all such matters, including budgets, membership, expenditures, activities of members and staff.
- Develop and recommend to the NAWIC Board of Directors policies and procedures for governance of the association, including suggesting means for improvement in operations and long-range planning to assure NAWIC's continued successful operations; and
- Participate in other activities, such as Annual Conference planning and marketing as NAWIC's budget and current operational plans may dictate.

All Staff

- Annual Conference planning and preparation
- Committee support as assigned
- Partnerships as assigned
- Other tasks as assigned by Executive Director and/or NAWIC President

The following are not inclusive of each position's responsibilities.

Membership

- Process new membership applications/renewals/transfers
- Send information to membership prospects
- Responsible for Chapter Dues updates
- Responsible for Chapter Leadership updates
- Potential Chapter Charters

Finance

- All bookkeeping
- Responsible for NAWIC Store/WIC Week orders
- Responsible for Certificates of Insurance
- Responsible for Chapter IRS filing information status
- Responsible for annual audit

Website/Database/Mobile App

- Monitor/Update Website and YouTube channel
- Monitor/Update Mobile App
- Responsible for onsite IT support
- Voting software liaison
- Responsible for Database
 - Membership renewals
 - Membership applications

Communications

- Responsible for content/editing/distribution of any communications, articles, promotions, flyers, guides, profiles, social media posts, press releases, website etc. from National
- Responsible for advertising
- Responsible for Constant Contact
- Responsible for graphics for logos, conferences, marketing, publications, programs, profiles etc.

Membership Coordinator

- Responsible for Membership Reports
 - Weekly: New Member/Recruiter
 - Monthly: Membership/Trending/Retention
- Responsible for compiling and distributing/mailling
 - New Member Packets
 - Chapter Marketing Tools
- Responsible for Chapter Chartering
- Responsible for Small Chapter and Chapter Issues Tracking
- Responsible for Membership content for publications
- Responsible for Member Benefits

Volunteer Engagement

- Coordination with national committees

Region Events

- Works with each Region post-contract signing on Spring Forums and Fall Conferences

Who to Call at the NAWIC Office

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