



ASSOCIATION OF STAFF AND FACULTY WOMEN

• **SINCE 1930** •

ASFW Special Edition Lunch & Learn:

2021 Board Nominations & Awards Applications



Membership

Open to all individuals who are employed by The Ohio State University as faculty or staff on a part- or full-time basis.

Mission

The Association of Staff and Faculty Women at The Ohio State University promotes and supports the professional development of university faculty and staff whose paths are affected by marginalization and structural barriers due in part to sex and/or gender identity at The Ohio State University.



2021 Executive Board Opportunities

Advancement Co-Chair
Communications & Marketing Chair
Membership Co-Chair
Programs Co-Chair for Event Management
President-Elect*

Call for nominations will open February 8, 2021

*A current Executive Board Member is running for this position.



Notes Pertaining to All Executive Board Positions

Three-year terms for each position

Cannot hold the same position for consecutive terms

Expect to commit three to five hours per month to the role

Plan to participate in an annual board retreat (July or August)

Minimum 50% attendance at board meetings & events required

Newly elected board members are introduced during the Ballam Symposium on May 14th



Nomination/Application Process

- Nominees must be current ASFW members prior to submitting the application.
- The window for submissions will open on Monday, February 8, 2021.**
- Executive Board nominations/applications must be submitted through a Qualtrics form only that will be available on ASFW's website and sent out via email.
- Required Submission Materials: Online form, 250-word max campaign message, and resume upload.*
- Submit completed nominations by 5:00 p.m. on Saturday, February 20, 2021.**
- Voting will take place electronically during the first week of March 2021. *Only those with memberships current as of February 28, 2021 will be eligible to vote.*

Advancement Co-Chair

Description

Works with the other Advancement Co-Chair to lead fundraising, stewardship and donor relations efforts.

Helps set fundraising goals in accordance with capacity and need.

Under virtual programming conditions, both co-chairs will brainstorm and implement fundraising efforts that consider limited in-person recognition and engagement opportunities.

Communications & Marketing Chair

Description

Develops and implements marketing, publicity and communication strategies.

Creates and sends monthly emails.

Leads management of Facebook, LinkedIn, and other social media outlets.

Helps ensure that photographs and videos are taken at various programs throughout the year.

Membership Co-Chair

Description

Works with the other Membership Co-Chair to recruit new members, maintain the database of association members, communicate with new members, provide monthly database reports to determine renewal, and send e-mail reminders to encourage renewals and confirm membership.

Also, researches and answers questions regarding membership and conducts orientation sessions for new members.

Programs Co-Chair for Event Management

Description

Leads guest services such as distribution of post-event surveys and coordination of any volunteers and other day-of event needs for both in-person and virtual events.

Also works closely with the Programs Co-Chairs for Logistics and Content Development to help brainstorm topics, schedule speakers, craft marketing language, reserve venues/locations or setup virtual program access, secure catering (as needed), and execute other necessary tasks.



2021 Awards and Scholarship Opportunities

Ruthmarie Mitsch Professional Development Award
Dr. Patricia Cunningham II Commitment to Service Award
Mary Ann Williams Woman's Leadership Award

Call for nominations will open March 8, 2021

- Award nominations must be submitted through a Qualtrics form only that will be made available ASFW's website and via the email list.
- The window for submissions will open on Monday, March 8, 2021.**
- Submit completed nominations by 5:00 p.m. on Saturday, March 20, 2021.**
- Selection is determined by a committee comprised of ASFW Executive Board Members.
- Award recipients and their nominators will be informed by email.

Ruthmarie Mitsch Professional Development Award

Up to \$500 annually for professional development education and training costs for one or more ASFW members

Plaque and Recognition at the 2021 ASFW Ballam Symposium on May 14, 2021

ELIGIBILITY

- Applicants must be current ASFW members prior to submitting the application
- Applicants must be full- or part-time employees of The Ohio State University for two or more years

CRITERIA CONSIDERATIONS

- Impact of participation on personal and career development
- Need (funding not available through other OSU sources)
- Cost-effectiveness
- Award will be used within one calendar year from the date of the selection notification for costs such as:

Registration, fees, or travel to professional conferences

Research/professional conferences

Mentoring activities

Dr. Patricia Cunningham II Commitment to Service Award

"Service is our rent for living"

Dr. Cunningham's impact on the university community was immeasurable and inspirational. The recipient of this award will exhibit an undeniable commitment to giving back to the community through service.

Award includes a plaque and recognition at the ASFW Ballam Symposium on May 14, 2021, a one-year ASFW membership, and a contribution of \$500 will be donated in the awardee's name to the program or organization of their choice.

ELIGIBILITY

- Only current ASFW members can nominate candidates for this award, however the recipient need not be a member of ASFW
- Nominees must be full- or part-time faculty or staff, with at least one year of employment at The Ohio State University

CRITERIA CONSIDERATIONS

- Devotion of time to giving back to the community
- Impact through service in an organization/in the community
- How they have inspired or engaged others

Mary Ann Williams Woman's Leadership Award

Plaque, \$500 Honorarium and Recognition at the ASFW Ballam Symposium on May 14, 2021

This award recognizes an OSU employee who exhibits special leadership in the spirit of the award's namesake, Mary Ann Williams.

She instilled a sense of confidence to succeed, promoted a greater understanding of others, bridged differences and encouraged collaboration and cooperation.

ELIGIBILITY

- Only current ASFW members can nominate candidates for this award, however the recipient need not be a member of ASFW
- Nominees must be full- or part-time faculty or staff, with at least one year of employment at The Ohio State University

CRITERIA CONSIDERATIONS

- Encourages a climate for success
- Appreciates diverse perspectives
- Celebrates differences and finds common ground
- Supports others through mentoring, advising and/or advocacy
- Increases awareness and sensitivity toward others



Questions?

Email asfw@osu.edu