



Member-At-Large Member on the Board of Directors Awards and Recognition

Position Description

The Member-At-Large will support the Awards and Recognition Committee Chair to educate, promote, and establish a standard of excellence in worksite wellness programming for others in the community to emulate.

Specific Responsibilities

- Participate in Board meetings as a voting member
- Join in the Board's annual evaluation and planning efforts
- Promote WWCMA to the greater community
- Develop the Awards program design and structure
- Review and refine application requirements
- Oversee the Peer Review process responsible for analyzing submitted applications
- Collaborate with Marketing Committee to develop a promotional campaign for the program
- Collaborate with Annual Conference Committee on award presentation during the conference
- Collaborate with Education & Events Committee on Award winner engagement in Thought Partners in Action programs

Approximate Time per Month: 8-12 hours; average hours will fluctuate based on awards program cycle.

Qualifications

- Extensive professional experience with leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Experience with an awards and recognition process
- Extensive knowledge of worksite health promotion program and industry best practices
- Strong project management skills
- Excellent communication and written skills
- Proficient in MS Office Suite
- Experience with GSuite and related shared applications (Docs, Sheets, Slides) a plus
- Strong organizational skills along with attention to detail
- Committed to the mission and dedicated to the success of WWCMA

Board terms

WWCMA's Member At-Large (and Board members) will serve a one-year term and can be eligible for two additional terms. Board meetings will be held bi-monthly with additional touch points on an as needed basis.

Service on WWCMA's Board of Directors is without remuneration, except for administrative support, travel and accommodation costs in relation to Board members' duties.

Please send all questions and resume submissions to: boardposition@wwcma.org