

**INDIANA FEDERATION OF BUSINESS AND PROFESSIONAL  
WOMEN'S CLUBS, INC.  
(INFBPW)**

**SYNOPSIS OF ELECTED INFBPW STATE OFFICERS**

**ALL INFBPW STATE OFFICER CANDIDATES NEED THE FOLLOWING:**

- Must be active member in good standing
- Must publicly and officially support the State Legislative Platform
- Must have the written endorsement of their Local Organization
- Must give written consent to serve
- Complete application and submit along with two (2) 5" x 7" photos to State Nominating Chairman.
- Must give a two (2) minute campaign speech at State Convention with a typed copy to the Convention Recorder.

**STANDARD TIME REQUIREMENTS:**

All elected officers are required to attend all Executive Committee meetings and all full Board Meetings, Fall Conference, and State Convention.

**STATE NOMINATING COMMITTEE CHAIRMAN:**

Qualifications: President of Local Organization, plus all above

Requirements: Meeting at State Convention and Fall Conference

Helpful Qualities: Typing skills; administrative ability; encourage and motivate; organized; objective and impartial; previous Board experience

**TREASURER:**

Qualifications: President of Local Organization, plus all above

Requirements: May be required to do workshop at State Convention

Helpful Qualities: Knowledge and experience in accounting; responsible and trustworthy; familiar with payroll procedures and non-profit rules.

**SECRETARY:**

Qualifications: President of Local Organization, plus all above

Requirements: Responsible for making sure all state meeting proceedings are recorded

Helpful Qualities: Accurate in recording meetings; accurate typing and a detail person

**VICE PRESIDENT:**

Qualifications: President of Local Organization and one (1) year as District Director or have written endorsement of District.

Requirements: Chairman of State Committee Chairmen

Helpful Qualities: Self-motivated; planner, team player

**PRESIDENT ELECT:**

Qualifications: Same as Vice President

Requirements: Chairman of District Directors. Fill in for President (when required). Plan for following year.

Helpful Qualities: Ability to delegate and lead. Motivation skills a must!

IF YOU NEED QUESTIONS ANSWERED, PLEASE CONTACT CHAIR OF NOMINATING COMMITTEE OR THE INFBPW STATE OFFICE:

State Nominating Chairman  
PO Box 333  
Knightstown, IN 46148  
(H) 765-345-9812