



November 15, 2021

Texas Fashion Industry Initiative 501c3 Election Package
Officers to be elected
for the Term
January 1, 2022 - December 31, 2023

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The Texas Fashion Industry Initiative Election Committee introduces the 2021 Election Package for nominations of available Officer Positions on the Texas Fashion Industry Initiative 501c3.

The following Officer positions are available for a 2-year term beginning January 1, 2022 and ending on

December 31, 2023:

- Treasurer
- Membership Director
- Records Director
- Fundraising Director
- Public Relations Director
- Marketing/Social Media Director
- Community Outreach Director
- Education Director
- Grant Proposal Manager
- Events Manager
- Volunteer Coordinator

The TFII Election Committee will serve as the nominating committee. Nominations are accepted from the TFII membership who will present qualifications for each candidate to the election committee prior to the election date. The TFII Elections Committee will review the nominations to ensure that candidates are qualified based on the pre-defined criteria and socialize the nominated candidates within the Board of Directors. If there are no qualified candidates for an office, the current Board of Directors may nominate someone for that office. All nominated candidates must concur with their nomination prior to being added to the election ballot.

The election ballot will be presented to all TFII members who are eligible to participate in the vote via a web-based survey.

All positions may also have an alternate, selected by the Election Committee based on the next in line for majority votes.

Eligible candidates for the Board of Directors include previous Board of Director members.



Eligibility to Run for a TFII Director Position

The TFII Candidate Package containing candidate profiles and their qualifications for the offices, voting process, and the ballot for voting will be sent to all TFII members who are eligible to participate in the vote via a web-based survey.

- o The voting period for the general election will be two (2) weeks.
- o There will be two “Meet the Candidates” sessions held during the two (2) week voting period.
- o To win an election, unless running unopposed, a person must receive a simple majority (51%) of the votes of those who respond by the election due date.

If one candidate does not win a full 51% of the vote, run-off elections will be held until the required 51% of the vote is reached. Run-off elections will be held between only the two candidates who have received the most votes. The voting period for a run-off election will be one (1) week. Additional “Meet the Candidates” sessions may be held for the tied candidates to present, to the membership, their intentions for the office.

A nominee is eligible to run for one of the available Officer positions if he/she is a Member or Member-at-Large in good standing.

A Member in good standing must:

- Be a TFII Member or Member Applicant :
 - o An active TFII is defined as an employee who is currently paying their annual dues to Texas Fashion Industry Initiative 501c3.
- Reside/headquartered in and/or work within the state of Texas.
- Agree to actively participate and support the Texas Fashion Industry Initiative mission and purpose
- Comply with TFII bylaws
- **Non-members are eligible upon joining as a member via TFII website**

Time Commitment

At a minimum, each candidate for a TFII Board of Directors shall agree to attend and fully participate in the following:

- TFII Board of Directors Meetings (approximately 1-2 hours; monthly; Virtual/In-person)
- TFII Board of Directors Planning Meetings (to be held in January; approximately two (2) hours)



- TFII Quarterly Membership Meetings (quarterly; approximately one (1-2) hours; Virtual/In-person)
 - All TFII activities are strictly voluntary and must be conducted on an individual's personal time. The position does not include compensation, but volunteer hours can be provided.
- Additional time commitments are based upon position, programs, and committee-level activity.

Nominations & Voting

Candidates will have the opportunity to present their qualifications to membership during two "Meet the Candidates" conference calls which will be held during the two (2) week voting period.

Candidates will be allowed to send out a maximum of two mass email communications to TFII Members during the general election period. A candidate may send one additional mass email to members during run-off elections. Posts to social media groups must be limited to individual social media sites.

Consequences for violation of this procedure may result in removal from the voting ballot.

Nominations are open to members and non-members (who apply to become members).

Voting is open to all active members of the Texas Fashion Industry Initiative 501c3

Role Descriptions

President

➤ The President is the general manager and chief executive officer of this nonprofit organization and has, subject to the control of the Board, general supervision, direction and control of the business, activities and officers (other than the chair of the board) of this organization. The President has the general powers and duties of management usually vested in the office of president and such other powers and duties as may be prescribed by the Board. Among other things, the President shall be responsible for:

- Ensuring the organization's activities are compliant and in furtherance of its mission
- Leading, managing, and developing the organization's employees, volunteers, and organizational culture



- Developing, implementing, monitoring, and assessing the organization's programs (including their impact)
- Developing, implementing, monitoring, and assessing sound and compliant financial management practices (including budgeting)
- Developing, implementing, monitoring, and assessing sound and compliant fundraising practices
- Developing, informing, and supporting the board and the board committees to carry out their governance functions
- Working with the Board and the Grant Proposal Manager in cultivating and soliciting major foundation grants and individual gifts
- Developing and maintaining beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders
- Ensuring effective external communications about the organization and its mission, priorities, importance, programs, and activities
- Championing the organization and advocating its mission to internal and external stakeholders
- Keeping informed and the organization's leadership informed of significant developments and changes in the internal and external environment
- Leading the organization's planning processes
- Ensuring legal compliance (including all required filings) and sound risk management practices

Vice-President

➤ The Vice-President works with the board of directors and other senior executives of the organization. The vice president plans, develops and enforces policies and objectives for the organization to ensure it maintains its values and meets established goals. Under the direction of the president or board of directors, a nonprofit vice president manages employees and the day-to-day activities of the organization. This includes developing responsibilities for the staff, hiring employees, developing and mentoring staff, as well as ensuring the organization accomplishes tasks to meet its overall goals. The Vice-President shares responsibilities with the President carrying out special assignments as requested by the President and fills in for the board President, if necessary.



Secretary

➤ The Secretary records and archives the **minutes**, or record of discussion and votes, of each meeting of the Board of Directors. Additionally, the Secretary is responsible for keeping track of the organization's activities to make sure the actions of the organization are in accordance to the organization's Bylaws. The Secretary is usually the officer who keeps board members' contact information in order to inform them about upcoming meetings of the board.

Treasurer

➤ The treasurer is the lead board director of financial management and oversight working closely with the Board president, vice-president and secretary. The treasurer will develop systems for ensuring the organization's solvency and have access to the bank account, manages cash flow and reconciles bank statements. In addition to maintaining the budget, the treasurer also prepares a financial report for the board's review at every board meeting. A regular duty of the treasurer is to monitor the budget and continually compare actual expenses against budgeted expenses. Will also oversee and seek assistance when needed from executive staff for tax filing. The treasurer also reviews the annual audit and answers board member questions about the audit.

Fundraising Director

➤ The Fundraising Director is responsible to promote and maintain fundraising activities to maintain the chapter. The Director will work with the other officers and committees in the managing of quarterly fundraising events. Will also plan and coordinate monthly membership meeting prize drawings as well as all fundraising duties related to any special events.

Membership Director

➤ The Membership Director will facilitate activities necessary to promote and maintain membership, preparing, supporting, and distributing membership list, and coordinating Membership registration. The Director serves as owner of our Facebook community alongside the Marketing/Social Media director. Will also coordinate and plan all membership duties related to any special events.

Public Relations/Social Media Director

➤ The Public Relations Director will share news for the national newsletter and arrange any other publicity needed for chapter. The Director is also responsible for all social media for the chapter including management of Facebook and Instagram communities. Will also coordinate and plan all publicity/social media duties related to any special events.



Records Director/Web Master

- The Records/Web Master Director will keep an ongoing record of the organization's business and activities, taking photographs and ensuring that minutes are kept for all Executive Board meetings. Will also coordinate and plan all records and web master duties related to any special events.

Marketing/Social Media Director

- The Marketing/Social Media Director will develop marketing and communications plans to promote TFII resources, events, publications, public awareness and advocacy efforts, and the network of affiliate of Texas Fashion Week™. Execute on marketing strategy for education program's public awareness campaigns, the Silver Jacket Program. Drive strategy to increase daily engagement on TFII social media accounts. Lead content creation for TFII's Social Media, including written blog content, tweets, posts & videos.

Community Outreach Director

- The Community Outreach Director oversees the planning and implementation of outreach strategies. They are primarily responsible for connecting people in the broader community by creating sponsorship agreements and cultivating relationships with businesses, individuals, and other relevant organizations.

Education Director

- The Education Director designs and implements educational programs directed at members of the organization or the public. Develops curriculum or content for classes, lectures, conferences, or other educational materials. Coordination and supervision of programs offered by TFII's education department; including the Silver Jacket program, TFII Professional Certificate Program, Youth Fashion Summer Camp, workshops, public presentations, Texas Fashion Week™ panels, and other special events.

Grant Proposal Manager

- The role of a grants manager is to plan and execute the grantmaking process by working with the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and more.

Events Manager

- The Events Manager will be in charge of Pre-event organization, planning an event that meets the stated objectives, working out event budgets, and logistics (venue, catering, etc). Will work with the Marketing Director for an effective event marketing campaign. On-the-day management will be present at the event, ensuring that on the

day logistics are running smoothly (catering, venue, equipment. Managing event staff to help mark attendance, run speeches, provide attendee support, collect sign ups etc. Post-event communication, reporting & analysis. Managing post-event marketing/communications ('thank you for coming' email, feedback surveys, etc). Reviewing reports. Analyzing feedback and report data to measure whether event goal was achieved

Volunteer Manager

➤ A Volunteer Coordinator, or Volunteer Program Coordinator, is **responsible for overseeing Volunteer activities within an organization**. Their duties include interviewing and hiring Volunteers, placing Volunteers in different roles based on their qualifications and maintaining accurate Volunteer records.

General Board Member

➤ General Board members have an important role as advocates to help advance the nonprofit mission. Board Members can volunteer for special committees and attend Board Meetings. This position will not have a specific set of responsibilities, but will be crucial in any decision-making processes and overall votes for said decisions.

The duties listed previously in the Available Officer Descriptions are the primary duties of these positions. However, there may be other duties associated with each available Officer position. Feel free to contact the current Officers listed below for more information.

Board Position Current Officer Contact Information:

President Jeanelly Concepcion: jeanelly@texasfashionindustry.org

Vice-President Saige Thomas: saige@texasfashionindustry.org

Secretary Kaia Dublin: kaia@texasfashionindustry.org

For More Information on Roles & Responsibilities

Officer Descriptions for the Term: Jan 2022 - Dec 2023

Email contact@texasfashionindustry.org



Election Timeline

11/15/21 Notice to membership of annual elections

11/15/21 Nomination forms are open for 2 weeks

11/30/21 Nomination period closes

12/1 Election Committee will work to vet the nominees

12/02/21 Final Elections Package sent to membership. VOTING BEGINS!

12/07/21 Meet the Candidates (Virtual Session #1) (tentative date/time)

12/14/21 Meet the Candidates (Virtual Session #2) (tentative date/time)

12/15/21 Voting ENDS by 5:00 pm Central

12/16/21 Election Committee tallies votes and reaches out to elected officials for acceptance

12/17/21 Results presented to TFII Board (if no run-off election) and announce to membership

01/01/2022 Newly Elected TFII Officers officially take office

Link to the nomination form: <https://texasfashionindustry.org/board-nomination/>

*Only one officer position may be selected per form. If you wish to nominate for more than one position, please complete a nomination form for each position.