



## WINGS Foundation, Inc.

### Job Description and Responsibilities

### National KIWI Advisory Director

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- The WINGS National KIWI Advisory Director serves as an Advisory Director on the WINGS Executive Committee and will attend the WINGS Bi Annual Executive Meetings.
- The WINGS National KIWI Advisory Director shall hold office for a term of one year, with no term limit.
- The WINGS National KIWI Advisory Director will attend the WINGS Annual Board of Director Meeting.
- The WINGS National KIWI Advisory Director will be a KIWI member for the duration of the term as KIWI Advisory Director.
- The WINGS National KIWI Advisory Director will be responsible for the WINGS Banking Stamp and the WINGS deposit book.
- The WINGS National KIWI Advisory Director is the positive contact between the WINGS Foundation and the KIWI Club.
- The WINGS National KIWI Advisory Director will attend the KIWI Club Conventions and provide WINGS Thank You gifts for each of the attendees.
- The WINGS National KIWI Advisory Director will attempt to attend as many local meetings as possible.
- The WINGS National KIWI Advisory Director will provide a monthly report for inclusion in the WINGS monthly newsletter.
- The WINGS National KIWI Advisory Director will establish and maintain communication with the KIWI Club National Officers, KIWI National Endeavor Coordinator (Current Past President), local KIWI clubs and the WINGS Term Directors/WINGS Officer Directors.
- The WINGS National KIWI Advisory Director will receive and process KIWI Club mail from the WINGS National Secretary.
- The WINGS National KIWI Advisory Director will handle all KIWI Club donations, make copies of checks, deposit the checks, send notice of deposits to the WINGS National Treasurer, and write thank you cards for all donations from the KIWI Club.
- The WINGS National KIWI Advisory Director and the KIWI Endeavor Coordinator (Current Past KIWI President) will maintain a spread sheet of KIWI Club donations on a monthly basis (to assist KIWI Club with tracking their donations).

- The WINGS National KIWI Advisory Director will encourage all Flight Attendants under the American Airlines umbrella, current and retired, to become a KIWI member.
- The WINGS National KIWI Advisory Director will send a Christmas/Holiday card to each KIWI Chapter President and the entire KIWI National Board of Directors.

*Per the WINGS Bylaws:*

*Advisory Directors. The Board of Directors shall have the power and authority to elect one or more persons to serve as Advisory Directors of the Corporation. Any persons so elected as Advisory Directors of the Corporation shall be designated as such. Each person so elected as an Advisory Director of the Corporation shall serve at the pleasure of the Board of Directors. Any Advisory Director so elected shall receive notice of each meeting of the Board of Directors of the Corporation and shall be entitled to participate in the discussion with respect to each matter brought before such meeting, but shall have no voting rights.*

*The Board of Directors, by resolution adopted by the Board of Directors, may designate and appoint one or more committees, each committee of which to be comprised of at least two (2) members. Each committee shall have such duties and responsibilities as set forth in such resolution as adopted by the Board of Directors. The Board of Directors may designate one or more persons as alternate members of any committee who many, subject to any limitations imposed by the Board of Directors, replace absent or disqualified members at any meeting of that committee.*

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

2/21/2018