



Executive Board Application

Ghanaian Professionals of North America

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Home Phone:

() _____

Email Address: _____

Profession: _____

Position Information

Open positions of the Executive Board include: Assistant Secretary, Financial Secretary, Public Relations Officer, and Fundraiser. Please answer the questions and send your resume/CV to gpna1957@gmail.com.

Why do you want to join the Executive Board?

What knowledge, skills, and experience will you bring to the position?

How will you demonstrate commitment and leadership in this role?

What position are you interested in applying for?

- Assistant Secretary Financial Secretary Public Relations Officer
- Fundraiser

Executive Members are expected to be active members of the GPNA and pay monthly dues. This includes attending all Executive and General Meetings, planning and facilitating programs, connecting and encouraging the general assembly, and demonstrating professionalism and leadership qualities.

Executive Board Role/Duties:

- Select a place for, and call general meetings for the General Assembly.
- Carry out policies decided by the General Assembly.
- Exercise appropriate legal measures on behalf of the GPNA.
- Submit quarterly to annual financial and progress reports to the General Assembly.
- Submit an annual written report of all activities of the GPNA to the General Assembly.
- Appoint committees for approval by the General Assembly.

Executive Board Descriptions

Assistant Secretary

- a. Record the minutes of the Executive Board and of the General Assembly meetings.
- b. Ensure that recorded minutes of all General Assembly meetings are made available to all members.
- c. Be responsible for all official correspondence.
- d. Issue notices for all meetings of the Advisory Board, Executive Board, and of the General Assembly.
- e. In conjunction with the President and Treasurer, sign all contracts and other instruments on behalf of the GPNA.
- f. Help with registration of new members.

Financial Secretary

- a. Be the accountant of the GPNA.
- b. Be the financial and economic adviser to the organization.
- c. Prepare the Annual Financial Report and budget for GPNA for the fiscal year of the GPNA, which shall commence in July and end in June.
- d. Avail the account books at the disposal of an auditor appointed by the General Assembly.
- e. Sign all vouchers and disbursements in conjunction with the President or Secretary.
- f. Sign, in conjunction with the President and the Secretary, all contracts and instruments on behalf of the GPNA.
- g. Keep members informed of their financial obligations or indebtedness to the organization.

Public Relations Officer

- a. Plan, develop, and implement Public Relations strategies for the GPNA.
- b. Liaise with and answer inquiries from media, individuals, and investors.
- c. Write and distribute newsletters to targeted audiences.
- d. Prepare and create publicity brochures, handouts, newsletters, photographs, etc.
- e. Maintain and update information on the GPNA website and social media sites.
- f. Foster community relations through events and involvement in community initiatives.

Fundraiser

- a. Seek and develop community relations, programming, and charitable opportunities.
- b. Be responsible for funding all local affairs, programming, and events.
- c. Liaise with and correspond with all financial/non-profit entities.
- d. Work with the Financial Secretary to manage funding for all GPNA programs.
- e. Work with the Public Relations Officer and Program Coordinator to coordinate and publicize programs.
- f. Research, propose, write, and seek out grant opportunities.