



## **About Our Organization**

Wintry Mix is a non-profit organization created by women, for women. We exist to empower the voices of those who self-identify as women and nonbinary, with a focus on prioritizing BIPOC talent. Our aim is to increase gender equity in the MSP advertising and marketing industries.

We serve our community by offering an annual, free mentorship program for female-identifying individuals in the Twin Cities creative community.

## **Call For Board Applications**

We are currently seeking an Operations Chair to join our small, working board. The Operations Chair will support the organization through:

- Capturing and publishing notes and next steps from our monthly board meetings
- Creating and maintaining ongoing status documentation, driving accountability within the board
- Serving as the archivist of Wintry Mix, organizing our digital files to ease in onboarding future board members
- Managing intake of volunteers, maintaining an ongoing volunteer roster, and partnering with other board members on volunteer needs
- Staying on top of our digital platforms/subscriptions, managing users and payments
- Support on event planning/production as necessary
- Partner with board President and Vice President to track board member terms, board member commitment documentation, board chair job descriptions, and filling future board seats
- Complete other tasks as assigned

All board members are responsible for:

- Attending a monthly board meeting, with a bias toward in-person attendance
- Delivering against tasks that are assigned, within appropriate timelines, and with minimal oversight
- Integrating volunteers into the organization as it makes sense, and creating a welcoming experience for them

- Acting as an ambassador for the Wintry Mix mentorship program, helping to recruit participants for each cohort

Board terms last two years, and must be relinquished with 30-day written notice.

**How to Apply:**

Email us at [info@wintrymixmsp.com](mailto:info@wintrymixmsp.com) with the following:

- A recent copy of your resume
- An overview of your other board participation or volunteer activities
- An overview of your own mentorship experiences – either as mentor or mentee, official or unofficial
- In a brief statement, please answer the following questions:
  - Why are you interested in joining the Wintry Mix board?
  - What skills do you feel you bring to this role?
  - What skills do you hope to build as a result of this role?

Applications are due January 31, 2024.