



AVA Board Member Pledge

Mission Statement The mission of the Association of VAWA Administrators (AVA) is to encourage and facilitate mutual support, peer enrichment, awareness and collaboration among states and territories administering STOP Violence Against Women Act (VAWA) Formula Grant Programs. Through this mission, AVA fosters an inclusive and welcoming environment of sharing, learning and growth, ensuring that state administrators are connected, equipped, empowered and supported.

Organizational Core Values:

- Collaboration: Building effective partnerships to strengthen the VAWA grant programs.
- Relationships: Cultivating trust and communication between members, OVW, national TA providers and other key stakeholders.
- Encouragement: Motivating one another through shared experiences and challenges.
- Teamwork: Working together to achieve common goals and solve complex issues.
- Safe Spaces: Creating an inclusive and welcoming environment where all voices are heard, respected and valued.
- Resourcefulness: Maximizing available resources for the benefit of all.

Your service and commitment to the AVA Board is critically important to AVA's future. As an AVA Board member, we rely on your active involvement in many ways, including:

Monthly Board Meetings (about 2-3 hours each month)

These meetings take up about 2-3 hours of your time and commitment each month. That includes your time to review notes of each meeting, make edits to notes and share feedback with the ED, and to participate in the actual meetings on the first or second Friday of each month.

AVA Executive Committee Members (about 1 hour each month)

Being an AVA Board Executive committee member requires additional time to prepare for each monthly meeting. The Executive committee includes the President, Vice-President, Treasurer, and Secretary. Each of these four positions require an additional time commitment to complete other activities such as (for the Treasurer) reviewing the monthly checking, savings, and credit card accounts, reconciliation detail reports, and profit and loss statements. Each Executive Committee member may need to provide as much as an additional hour each month to perform their respective duties.

AVA Board Subcommittee Meetings (up to 1 hour each month)

There are four subcommittees of the AVA Board. They include:

- Executive Committee
- Finance Committee
- Website Committee
- Communications Committee

Ideally each subcommittee would meet in between each Board meeting via phone conversation to discuss any responsibilities assigned by the full Board. In actuality, this does not happen each month, but it is still the ideal situation. This typically takes 30 minutes to 1 hour each month.

AVA/OVW Quarterly Meetings (about 1 hour each quarter)

There are four conference calls with OVW each year. We need a minimum of 3 AVA Board members on each call but hope to have everyone on each call. These calls usually hold rigidly to a one-hour timeline. AVA Board members do not have to participate in every OVW call but we do prefer a strong presence in the meeting and like to have at least 4 members present.

Peer-to-Peer Mentoring (up to 2 hours/month for 1-3 months)

We have recently created Peer-to-Peer mentors for new administrators or any administrator across the country who needs guidance from a seasoned administrator like those on the AVA Board. If you are available and interested in assisting with this service, you may be called upon to assist a VAWA colleague with basic questions that they are struggling with. This may initially require a 1-hour phone or Zoom conversation but after that, should only require 1 hour each month, if that.

AVA Connect Conversations

In July of 2020, the AVA Board became concerned that VAWA Administrators may need a forum where they can discuss new challenges that they face each day as it relates to COVID. We began holding Zoom conversations that gives them the opportunity to share any challenge that they are experiencing or to ask any question that they want to pose to AVA only. By design, there is no agenda for this meeting as we want it to be exclusively about whatever issues administrators want to discuss. While all AVA Board members are not required to participate in every meeting, the time required for Board members who do decide to participate, is about 1 hour/month.

Provide Assistance to ED (about 30- 60 minutes each month)

Throughout each month, the ED receives questions from VAWA Administrators via the listserv, via email, or via phone call. There are times when the ED believes it is best to reach out to Board members on somewhat of a rotating basis, to ensure that the most educated response is provided to administrators.

Average Monthly Commitment (6-8 hours each month)

The total of time necessary to fulfill your role as an AVA Board Member may take as much as 6-8 hours on an average month. For months that include our P2P meetings or the STOP Annual meeting, there are other considerations of time to participate in Board meetings or mentoring sessions that might require several consecutive days of involvement as we need to have majority representation of the AVA Board when making all decisions.

By reviewing this list, you agree that you understand the responsibilities of being an AVA Board member and that your intent is to commit to providing the participation levels described above.