

# Federation of Alliances Françaises USA

*Founded in 1902*

## BOARD OF DIRECTORS COMMITTEES – 2019-2020

### Annual Meeting

**Chair: Jack McCord**

**Members: Mo Omari, Kristin Rapinac, Christina Selander Bouzouina, Annie Seys, Barbara Tucker, Linda Witt, Matt Wyatt**

The Annual Meeting Planning Committee works with the host chapter to plan and organize all aspects of the meeting. Committee members review feedback on the previous year's convention, in order to effectively plan for the next meeting. Meetings start with a wrap-up conference call directly after the most recent meeting and continue throughout the following year. A status report is presented at the mid-year board meeting.

Late October/Early November: Wrap-up conference calls

Mid-year board meeting: Status report

February – September: Regularly scheduled conference calls

The committee works in partnership with the leadership of the host chapter. Responsibilities include confirmation of meeting venue and hotel accommodations, negotiation of rates and fees, determining workshop topics, and recruiting presenters and speakers, sponsorship solicitation, creating VIP list, coordination of convention events, and Federation merchandise.

**Prix Charbonnier, Chaired by Mo Omari, will now be a sub-committee of the Annual Meeting Committee.** This committee identifies candidates for the Prix Charbonnier Award that is given to an individual who has promoted the French language and francophone culture in keeping with the mission statement of the Alliance Française. This award is typically presented during the Federation's annual meeting.

The criteria are currently under review. Under consideration are not only candidates with national stature but also those who are located in or near the host city of the annual meeting. This way, our hope is to draw attention of local media, not only to the Federation but also to the local chapter. Another objective would be to gain the support of other organizations such as museums and other cultural organizations, the presiding French Consulate, retail businesses and restaurants for the local AF chapter.

### Communication: E-Flash

**Chair: Linda Witt**

**Members: Barbara Bouquegneau, Kristin Rapinac**

E-Flash is an electronic bulletin sent out monthly via email. It was started in 2016. Its purpose is to provide timely, practical and turn-key information that will be of assistance or interest to the leaders of Alliance chapters.

An earlier quarterly publication, Federation Focus, was published 2014-2017. Its aim

was to highlight chapter events. It was discontinued at the end of 2017 and such content will either be put into the monthly E-Flash or in a new Federation Focus blog (under development on the AFUSA website that was launched in mid-2017).

### **Cultural Offerings**

**Chair: Renée Ketcham**

**Members: Marie-Laure Arnaud, Christina Selander Bouzouina**

The Federation offers an à la carte list of Speakers and Performers for chapters around the country. Various cultural organizations as well as AF Chapters submit recommendations for cultural offerings. The purpose is to offer geographically convenient cultural events at a modest cost. There are plans to adapt the Cultural Offerings list to include three categories: Performers, Literature, and Art and Media.

### **Finance**

**Chair: Matt Wyatt, Treasurer**

**Members: Larry Hall, David Thoms, Linda Witt**

The finance committee conducts telephone conferences during the year to discuss the status of the Federation's finances, to review its investments and to plan a budget. The committee's goal is to prepare a proposed budget for the spring Board meeting.

### **Grants**

**Chair: Katharine Branning**

**Members: Marie-Laure Arnaud, Margot Steinhart**

The Federation offers financial assistance to its Member Chapters through its Grants Program. Responsibilities of grant committee members include receiving grant applications, reviewing proposals, and awarding eligible applicants. There are four types of grants: the A. Reynolds and Eleanor Morse Visibility Grant, the Educational Initiatives Grant, the Cultural Development Grant and the Children's Programs Development Grant. Each grant has its own specific requirements and the committee members discuss and evaluate the applications and approve the most worthy applicants. The Federation looks for the chapter with the greatest need and demonstrates a valid, identifiable impact that the grant will have on their chapter. Each applicant will then receive either a letter of acceptance outlining the grant funds, or a letter of decline. The requirements for each grant are as follows:

- The A. Reynolds and Eleanor Morse Visibility Grant: to assist member chapters for any development initiative which promotes the awareness and image of the AF in the community via promotional and marketing initiatives.
- The Educational Initiatives Grant: for any development initiative to set up a teaching program, to broaden existing class offerings, or to create a specific one-time class or workshop.
- The Cultural Development Grant: to assist member chapters for the development of a cultural initiative or specific program.
- The Children's Programs Development Grant: to assist member chapters for any cultural, educational or social development initiative for the 0-13 year old population.

## **Membership**

**Chair: Annie Seys**

**Members: Kristin Rapinac**

The membership committee, formed at the October 2017 annual meeting, will develop plans for encouraging and expanding Federation membership to include as many chapters as possible – recognizing that the strength of the Federation is directly tied to its breadth. The committee will develop plans to follow up with lapsed members, will help monitor the levels of satisfaction of member chapters, and will encourage communications to better understand the expectations of member chapters.

**Chapter Communications, Chaired by Christina Selander Bouzouina, will now be a sub-committee of the Membership Committee.** All board members act as liaisons between the Federation and a dedicated group of chapters in order to keep all AFs informed of pertinent information and to represent the Federation as a support organization. Talking points such as dues renewal, follow-up on the Fondation's questionnaire, verification of contact information, and annual meeting announcements/follow-up are covered by email and/or phone calls that are scheduled so that all board members are in contact with their chapter group at the same time.

## **Nominating**

**Chair: Jack McCord**

**Members: Isabelle Leroux, Polly Lyman, Annie Seys, Matt Wyatt**

This committee will consist of three to five members who will review, and accept for consideration, nominations of candidates according to guidelines and criteria as defined in our by-laws.

Following a discussion at the mid-term meeting in 2015 of the Board, it was decided that the committee would create and adopt a more rigorous questionnaire and screening process for future candidates for the Board. That has been done. Newcomers, or those who have already served on this committee, are actively sought and welcomed. They will assist in helping to solicit candidates and deliberate on those candidacies put forth when the call for nominations is sent out to chapters at the end of February.

## **One Book One Federation**

**Chair: Barbara Bouquegneau**

**Members: Katharine Branning, Larry Hall**

This committee is responsible for the organization and management of the One Book One Federation Program.

The duties include the establishment of criteria for the selection of books suitable for the program, prospecting titles that fit these criteria, reading the titles, analyzing the content and preparing an annotated bibliography of the potential titles for submission to the Board for final selection.

Once the title is selected in the mid-year Board meeting, the second phase of the project includes the preparation of the Reader's guide for the title, the creation of the Facebook page, writing of marketing materials, negotiating with MEP Schoenhof Books for the stocking and fair pricing of the title for Federation members.

In addition, the committee monitors the Facebook page throughout the year, updating and fielding questions and comments.

Committee participation involves @1-2 hours per week.

### **One Film One Federation**

**Chair: Renée Ketcham**

**Members: Barbara Bouquegneau, Isabelle Leroux**

The Federation of Alliances Française in the USA will offer one film per year for Alliance Française Chapters to use for Ciné Clubs, Ciné Critiques, Fundraisers, Educational outreach and any other film related events.

Following evaluation of available recent and classic films from the Cultural Services of the French Embassy in New York, including documentaries, award winning feature films, short films and animated films, the One Film One Federation selection will be curated from the available selection encouraging cinema awareness, acknowledging film, not only as entertainment but as a powerful educational and storytelling medium for cultural exchange within AF Chapters in the USA.

The films will be offered to all AF Chapters at no cost and on a first come first served basis. All films will be reserved via the Federation Office in Washington by calling 301-530-2100 or emailing [federation@afusa.org](mailto:federation@afusa.org). Films should be returned promptly via FedEx to the Federation Office upon completion of the event. FILMS ARE IN BLU RAY FORMAT.

### **Sustained Giving and Partnerships**

**Chair: Josette Marsh & Linda Witt**

**Members: Polly Lyman**

The sponsorship/partnership committee, formed at the October 2017 annual meeting, will work with the Program Coordinator to identify and follow up on logical partners for the Federation. Those partners would be organizations whose cash or in-kind support could be enlisted to offset costs of the annual meeting or other programming of the Federation. Sponsorship/partnership support might also include advertising payments for the E-Flash or the annual program. This committee's work can focus on stewarding existing partners (i.e., TV5MONDE, MEP Schoenhof's, Best Buy) and on developing *new* partners and sponsors, as well as support for endowment funds such as Mission Awareness.

### **Strategic Planning**

**Chair: Annie Seys**

**Members: Larry Hall, Margot Steinhart**

The Strategic Planning Committee assists the board with its responsibilities for the organization's mission, vision and strategic direction. The specific responsibilities of the Strategic Planning Committee include:

- Making recommendations to the full board related to the organization's mission, vision, strategic initiatives, major programs and services.

- Helping identify critical strategic issues facing the organization. Assisting in analysis of alternative strategic options.
- Helping to development of a three to five-year strategic plan with measurable goals and time targets.
- Annually reviewing the strategic plan and recommending updates as needed based on changes in the global US market and the evolution of our chapters.

### **Website**

**Chair: Kristin Rapinac**

**Members: Barbara Bouquegneau, Christina Selander Bouzouina, Upi Struzak**

The website committee plans the design, organization and content of the [afusa.org](http://afusa.org) website, creating a site that promotes the Alliance Française brand, describes the activities of the Federation, and provides valuable tools and opportunities for exchange among Alliance chapters.