

RAW now accepting Nominations for its Board of Directors (includes Nomination Procedure & Job Descriptions)

Reggae Ambassadors Worldwide (RAW) is an international network of committed Reggae enthusiasts who have joined forces to spread the positive vibes of Reggae music to the four corners of the earth.

In 2006, this non-profit corporation adopted Bylaws outlining the organizational of its governance, which consists of a Board of Executive Directors and a Board of General Directors. Pursuant to these Bylaws, nominations are being accepting through September 28, 2007, for the Executive and General Director positions listed below. Thereafter, ballots will be sent out to all RAW members for an Election to be completed by mid-November. These are all voluntary (unpaid) positions.

Below are the: A) Executive and General Director positions available for election by the General Membership; B) necessary qualifications for those positions; C) details regarding the nomination process; and D) descriptions for each of the positions. Please note that, while you must be a RAW member in order to be eligible to fill these positions, you can join RAW at the same time you submit your nomination.

A. Positions to be Elected from the General Membership:

Executive Board of Directors Positions:

1. Secretary
2. Treasurer

General Directors Positions:

1. Public Relations & Media Director
2. Web Site Director
3. Online Communication Director
4. Offline Communication Director
5. DJ & Labels Director
6. Performing Artists Director
7. Committed Reggae Fans Director

The “Job Description” for each of these positions is detailed in Section C below. Your eligibility to serve as a Director will be verified prior to ballots being sent out, per the existing Board’s discretion.

B. Required Qualifications:

1. You must be a RAW Member (though if you’re not, you can join now to run)
2. You can only be nominated for one position
3. You must have and be able to use email with some frequency (at least weekly)

C. Nomination Process Details:

Each Nomination must include:

1. The Candidate's Name & Full Contact Information, including Email Address;
2. The Candidate’s RAW Membership Number (or membership fee & application form, if candidate is not currently a member);
3. The Position Desired (Members can only run for one position at a time);
4. The qualifications, experience & skill-set makes which makes the person right for the position;
5. A Mission Statement detailing what the nominee envisions doing and contributing to RAW if elected to the position;
6. A signed statement by the nominee stating: “I have read the Bylaws; I have and use email every (or almost every) day; this nomination is being made with my permission; and I will serve and perform as required if elected to the Board.”

The following may also be included (or requested by the existing Board: recommendations from fellow RAW members, previous colleagues or others who can vouch for your talents.

Please download the “2007 Candidate Nomination/Application Form” from www.ReggaeAmbassadors.org or request that a hard copy be mailed to you if you don’t have email access.

Whether self-submitting or doing so for another individual, forms must be received by Kyle Russell on or before September 28, 2007 by email to ReggaePR@aol.com or via postal service (utilizing the Certified, Return Receipt Requested services to insure receipt) to:

Kyle Russell
P.O. Box 440263
Somerville, MA 02144 USA

D. Duties and Job Description for Board Positions:

Below are the “Job Descriptions” for each of the Board Positions that will be voted on. These are taken from RAW’s bylaws, which are available online at: http://www.reggaeambassadors.org/bylaws/RAWBylaws_01-2006.pdf

Secretary – The Secretary shall:

1. Keep the minutes of the meetings of the Board of Directors and General Meetings (with physical and electronic records kept in known locations).
2. Give or provide for the giving of all notices in accordance with the provisions of these bylaws or as required by law.
3. Be custodian of RAW records, official forms, the seal of RAW (when or if such a seal is developed).
4. Provide that the seal of RAW is affixed to all official RAW documents.
5. Perform all duties as from time to time may be assigned by the Executive Director or the Board of Directors.
6. The Secretary oversees and is responsible for the effective fulfillment of duties undertaken by the On line & Off line Communications Directors, as well as the Public Relations & Media Director, and may, if qualified and able, assist in web site management.

Treasurer – The Treasurer shall:

1. Be responsible for carrying out the mandates of the Board of Directors in overseeing the financial resources of RAW including, but not limited to cash, securities, stocks, bonds, and all other property, personal or real, owned by RAW.
2. Cause to be kept all the books of account of the business and transactions of RAW (revenues, expenses, and debt).
3. Chair the Finance Committee and, if required, insure that the annual accounts are properly audited by an independent certified public accountant.
4. Make the organization’s books available to the Board as a whole, to which the Treasurer is directly accountable.
5. Share responsibility with the Membership Director for the accurate tracking of membership dues (incoming funds from new membership and renewal dues).
6. Maintain records of special funds designated for sponsorships and other projects.
7. Reimburse authorized RAW expenditures
8. Compile and submit an Annual Financial Report.
9. If qualified and able, assist other Executive Directors in their duties or help supervise specific General Directors.

PR & Media Coordinator:

- a. Write and distribute press releases for RAW news, events and projects
- b. Edit official RAW communications
- c. Oversee the compilation of a “RAW-friendly” Reggae media list
- d. Provide publicity services for RAW conferences and events
- e. Provide information on marketing/PR/publicity services to RAW members

Web Site Director:

- a. Update, maintain and administer RAW’s web site
- b. Maintain and update the list of RAW Member web sites
- c. Post and update RAW news and Reggae news items
- d. Develop and install a message board system and a more thoroughly cross-referenced demographics page
- e. Develop RAW’s on-line marketing efforts

On Line Communications Coordinator:

- a. Welcome new on line Members and provide them with updated Email and URL RAWsters, and a list of important contacts within RAW
- b. Send information packets to On Line individuals who are interested in joining RAW
- c. Collect on line information (tour schedules, press releases, requests for assistance, etc.) and post them as often as twice weekly within “Wha’ Gwaan in RAW? (WGIR)”

Off Line Communications Coordinator:

- a. Welcome new RAW Members who don’t have access to the Internet (i.e., are “off line”)
- b. Provide, upon request, information on possible avenues to get on line (no cost and low cost options are available!), as well as send information packets to Off Line individuals who are interested in joining RAW
- c. Assemble, print and distribute information and communications between on line members to off line Members; likewise furnishing off line prospective members with interest in RAW with information about the organization (in both cases, budgetary & time constraints may limit what can be done, and how often)
- d. Provide, with a team of RAW volunteers, the opportunity for off line members to post their communications to on line Members and to the RAW Forum

Record Label & Deejay Coordinator:

- a. Welcome new Record Label & Deejay Members to RAW
- b. Develop and maintain an up-to-date Member Record Label & Deejay database
- c. Facilitate communications between Record Labels and Deejays
- d. Facilitate reporting between Deejays and Members responsible for RAW BUBBLERS
- e. Distribute a “New Member Welcome Kit” to Record Labels & Deejays:
the Kit will contain useful information on RAW networking, including the effective use of radio play lists and label reports; how to share news and information; detailed methods (for Deejays) on how to obtain promotional music, and effective ways (for Labels) to secure feedback, publicity, and air play for their releases

Performing Artists Coordinator:

- a. Welcome new RAW Members in the Performing Artists category
- b. Periodically poll RAW artists to arrive at a better understanding of their needs and interests, and learn how the Performing Artists Coordinator can assist the artists
- c. Suggest ways to utilize RAW Membership and the RAWster to forward a career as a Performing Artist by networking with Dee Jays, fans, venues, and promoters
- d. Provide or direct Performing Artists to sample performance contracts, stage plot and technical rider forms
- e. Provide tips to Performing Artists on booking and advancing gigs, and network with other RAW Members in all categories to update and improve the tips and techniques for Performing Artists.

Committed Reggae Fans Coordinator:

- a. Welcome all new Committed Reggae Fan Members
- b. Encourage Committed Reggae Fans to use the RAWster to its fullest potential
- c. Respond to inquiries regarding RAW benefits, including RAW discounts
- d. Inform Committed Reggae Fans how to bring more live Reggae music to their home towns
- e. Provide tips on how to help events be successful
- f. Show Committed Reggae Fans how to “adopt” RAW artists in their areas
- g. Share examples and/or strategies of how Committed Reggae Fans can become members of the industry and support Reggae in a more professional capacity
- h. Advise Committed Reggae Fans how to increase their involvement in Reggae music through RAW networking, and share philosophies on being a true Reggae Ambassador