

CONFIRM:

MATTHEWS

COMMISS.

JUDICIAL

CONDUCT

May 18, 1997

Ms. Mary Matthews  
3872 Frenchman Road  
Fairbanks, AK 99709

Dear Ms. Matthews:

Congratulations on your appointment to the Alaska Judicial Council, effective May 18, 1997, for a term ending May 18, 2003. Your willingness to serve is appreciated.

After signing and notarizing the enclosed Oath of Office form, please return it to my office immediately. Upon receipt of the completed form, you will be authorized to exercise the powers and perform the duties of your office pending confirmation by the Legislature.

In addition, I have enclosed an optional Equal Opportunity Survey which I would appreciate having returned with the Oath of Office. This information is kept confidential and is used for statistical analysis of boards and commissions only.

Also enclosed is an identification card to facilitate your travel as a board member. Some businesses offer State of Alaska discounts when traveling on official business.

The Alaska Public Offices Commission will send you a Conflict of Interest Statement. Please carefully review their letter to ensure that you are in compliance with the law.

Please feel free to contact me should you have any questions. Best wishes to you as a board member.

Best regards,

Cindy Smith  
Coordinator  
Boards and Commissions

Enclosures

bcc: Lt. Governor's Office  
Elections  
Senate Secretary  
B&C Perm File

Board Contact: Mr. William T. Cotton  
APOC  
Chief Clerk of the House  
B&C Read File  
0109/05

TK/JV/MH/CS/jw  
LETTERS.M6

## MARY MATTHEWS

3872 Frenchman Road  
Fairbanks, Alaska 99709  
(907) 455-6311

### RESUME

#### EMPLOYMENT

*1992 - Present*

Executive Director, Literacy Council of Alaska. Responsible for grant writing and compliance, program and staff management, fundraising, community and public relations, and interagency collaborations. Oversees several federal and state grants including fiscal and program requirements.

*1990 - 1992*

Executive Director, Women in Crisis - Counseling and Assistance, 717 Ninth Avenue, Fairbanks, Alaska 99701. Responsibilities include system management and fundraising, program development and management, staff supervision, and community relations.

*1985 - 1989*

Advocate and Training Coordinator, Women in Crisis-Counseling and Assistance, 717 Ninth Avenue, Fairbanks, Alaska 99701. Responsibilities include staff supervision, staff orientation and training, public relations (newsletters, brochures, news releases, flyers and other media), group facilitation, counseling women in transition, managing the volunteer program, agency networking, assisting with grant writing and management, and program management.

*1984 - 1985*

Counselor Advocate, Women in Crisis-Counseling and Assistance. Responsibilities include crisis counseling and individual counseling for domestic violence and sexual assault victims.

*1982 - 1983*

Substitute Librarian, Fairbanks North Star Borough School District, secondary and elementary libraries.

*1979 - 1981*

Manager, Cooperative Garage of Rockland Company, West Nyack, New York. Responsibilities included fiscal and corporate management of a non-profit corporation, staff recruitment and supervision, member relations, working with a Board of Directors, writing proposals and conducting workshops.

*1972 - 1977*

State Library Coordinator, Northern Region, Fairbanks, Alaska. Responsibilities included working with small communities in Northern Alaska to develop library services, promoting library networking, designing and developing alternative library materials for use by Alaska Natives and non-English speaking public, conducting workshops and trainings, consulting with community library staffs and Boards of Directors, writing proposals, and doing public relations.

*1966 - 1972*

Assistant Professor of Library Science and Head of the Catalog Department, UA Library.

## **EDUCATION**

MA in Community Psychology, UAF, 1987  
MS in Library Science, Columbia University, 1966  
BA in History, University of Rochester, 1965

## **SELECTED TRAININGS & CONFERENCES**

*1996*

Getting on Board with Your Board, Volunteer Action Center training, Fairbanks, AK.  
Diversity and Motivation Training, Professional Development Conference, Anchorage, AK.

*1995*

Fundraising Strategies, Pamela Davis, UAF Foundation Board/Retreat, Fairbanks, AK.  
US DOE & National Alliance for Business JOBS conference, Anchorage, AK.  
Seven Intelligences Training, Professional Development Conference, Anchorage, AK.  
Grant Writing Institute, Alaska Funding Exchange

*1994*

Uniting Through Diversity. Literacy Volunteers of America national conference, San Diego, CA.  
Transitions: Building Partnerships Between Literacy Volunteer and Adult Education Programs, Washington, DC.

## **PROFESSIONAL INVOLVEMENTS**

United Way Agency Directors Liaison, Chairperson, 1997-  
United Way Board of Directors, Selection Committee  
Arctic Alliance for People Executive Committee, past president  
Alaska Adult Education Association Legislative Committee, Chair, 1995-  
COMPASS, State of Alaska school community collaboration, 1997-  
Chamber of Commerce Education Committee

## **MEMBERSHIPS IN ORGANIZATIONS AND BOARDS**

Alaska Women's Political Caucus  
Nordic Ski Club  
Women In Crisis Counseling and Assistance  
Northern Alaska Environmental Organization  
University of Alaska Alumni Association  
PTA's for Ryan and West Valley Schools  
International Training in Communication (ITC)

## **REFERENCES**

Rosalind Kan, President  
Literacy Council Board of Directors  
2568 Talkeetna Ave, Fairbanks, AK 99709  
(907) 474-0908 (work)

Grace Schaible, Attorney  
PO Box 61560, Fairbanks, AK 99706  
(907) 452-1136

Connie Munro  
Adult Basic Education Supervisor, Department of Education  
PO Box F, Juneau, AK 99811  
(907) 465-8714