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Sasha Gaborov

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GPI

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Jill C. McLaughlin, P.E.

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Rickes Associates



Advancing Women in Transportation
Boston Chapter

TO: WTS-Boston Members
FROM: Nominating Committee
DATE: August 22, 2017

In accordance with WTS-Boston Bylaws, the Nominating Committee is seeking nominations for the 2018 officer positions of Secretary and Treasurer and three Directors-at-Large positions. All five positions shall have two-year terms.

SECRETARY (Two-year term)

The Secretary must be a member in good standing and is responsible for upholding the mission of WTS-Boston in the management of the organization and the execution of its business. Secretary responsibilities include, but are not limited to, attendance and voting at monthly Board Meetings, preparation and distribution of Board Meeting Agendas and Meeting Minutes, maintenance of master calendar, coordination of letterhead, coordination of communication with Chapter membership, submit annual report to the Commonwealth of MA, and submit quarterly reports to WTS International. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may be prescribed by the Board of Directors.

TREASURER (Two-year term)

The Treasurer must be a member in good standing and is responsible for upholding the mission of WTS-Boston in the management of the organization and the execution of its business. Treasurer responsibilities include, but are not limited to, attendance and voting at monthly Board Meetings, preparation of monthly Treasurer Reports, preparation of annual budget and maintenance of budget monthly, co-chair Finance Committee, track investments and scholarship funds, preparation of annual tax form for submission to WTS-International, end of year financial report for annual report, record expenditure/revenue/in-kind donations, deposit all revenue and write checks for expenditures, and balance checkbook and electronic checkbook file monthly. In general, the Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be prescribed by the Board of Directors.

Three (3) DIRECTORS-AT-LARGE (Two-year term)

A Director-at-Large will be responsible for overseeing and providing leadership for the committees, provide representation for the committee chairs on the Board, assist in the initiation of new projects and participate and vote in policy decisions of the Board of Directors.

Criteria for selection of all candidates include WTS membership and participation, leadership roles within the organization or place of employment, public/private balance on the Board, reflection of diversity of the membership, and the extent to which the slate reflects the overall goals and mission of the WTS-Boston and WTS-International. Both self-nominations and nominations of others are welcome. Once a slate is approved, ballots will be mailed to all members. If any of these positions are of interest to you, or you would like to nominate someone you know, please complete the enclosed Nomination Form no later than **5:00 P.M. on September 22, 2017** and return via email:

Sarah E. Dennechuk, P.E.
Massachusetts Port Authority
Email: sdennechuk@massport.com
AND sdennechuk@gmail.com