

# Chapter Leadership Position Descriptions



## **BOARD OF DIRECTORS** – elected by Chapter membership

**President** - The President is the chief executive officer of WTS Columbus and is elected by the membership. The President leads and is responsible for the chapter.

**Vice President** - The Vice President presides in the absence of the President and is responsible for the administration of the WTS Columbus Chapter programs and events.

**Secretary** - The Secretary is in charge of all WTS Columbus records and communications, including the newsletter, emails, legislative updates, website, and any other communication from the chapter.

**Treasurer** - The Treasurer is the Chief Financial Officer for WTS Columbus and manages the chapter finances, investments, and taxes.

**Director – Corporate Partnership** - The Corporate Partner Director is responsible for attracting and retaining corporate and public agency partners.

**Director – Membership** - The Membership Director is responsible for attracting and retaining individual members.

**Director – Scholarship** - The Scholarship Director coordinates activities related to WTS Columbus Scholarships (including Battelle-WTS Scholarship) and other activities that interface with students.

**Director - Past President** - The Past President provides continuity of WTS Columbus when transitioning to new officers in addition to coordinating the elections, bylaw updates and communication with other professional organizations.

**Director – Special** - The Special Director provides assistance and guidance to the WTS Columbus Board of Directors on needed initiatives.

### **How to become a Director:**

Every two years the Board of Directors is elected. When nomination forms are sent out, typically in late summer/early fall, nominate yourself or have someone else nominate you.

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## **COMMITTEE CHAIRS** – appointed by Board of Directors

**Advisory Board Liaison** - The Advisory Board Liaison serves as an intermediary and coordinator for the Advisory Board.

**Appointments** - The Appointments Chair shall provide updates on newly elected officials and provide to them WTS information and position statements in addition to initiating receptions.

**Communications Chair** - The Communication Chair writes, prepares, and disseminates a quarterly newsletter, prepares program/event postcards, and provides website updates.

**Diversity Chair** - The Diversity Chair promotes activities to increase diversity of the membership and provide diversity programs.

**Legislation Chair** - The Legislation Chair reviews and tracks current and pending legislation at the national and state level of interest to the WTS Columbus Chapter membership.

**Marketing Chair** - The Marketing Chair shall assist in marketing initiatives for the Chapter and solicit donations in the form of items to be raffled at programs and events to help raise money for the WTS Columbus scholarship fund.

**Organization Liaison** - The Organization Liaison establishes contacts with the other locally-represented organizations in the industry, serve as the WTS Columbus Chapter liaison, develop partnering opportunities, and serve as the WTS Columbus Chapter representative for the Engineers Week Luncheon.

**OTEC Chair** - The OTEC Representative shall coordinate all activities associated with the annual OTEC conference.

**Past Treasurer** - The Past Treasurer provides continuity of the WTS Columbus finances when transitioning to a new treasurer and assists the current Treasurer as needed.

**Programs Chair** - The Quarterly Programs Chair shall plan and prepare programs for each quarterly meeting.

**Publications Chair** - The Publications Chair writes, solicits, and reviews articles and other publications of interest to the WTS Columbus Chapter membership.

**Recognitions Chair** - The Recognitions Chair solicits and distributes annual award applications to WTS Columbus members and corporate partners and then forms a committee to review and recommend the winners to the Board.

**Scholarship Chair** – The Scholarship Chair assists with the distribution and collection of scholarship applications.

**Special Events Chair** - The Special Events Chair plans and prepares special events throughout the year for the WTS Columbus Chapter.

**Student Liaison** - The Student Liaison promotes student interaction with WTS Columbus, including the coordination of activities for students of all ages.

**Sustainability Chair** – The Sustainability Chair provides guidance and activities to promote green initiatives for the Chapter.

**Website Chair** - The Website Chair maintains and updates the website.

### **How to become a Chair:**

Contact the Chapter to inquire if any positions are open. If none are open, get involved on a committee and attend Board meetings. When elections are done, indicate your interest in Chair position(s) to the new Board to get appointed to one.

# Chapter Leadership Position Descriptions



## **COMMITTEES** – selected by Chairs and/or self-nominated

**Ad Hoc Committees** – these committees are formed for a temporary amount of time on an as needed basis for specific initiatives.

**Appointments** – this committee assists the Chair in advising the chapter on appointment-related topics.

**Communications** – this committee assists the Chair in preparing the newsletter.

**Diversity** – this committee assists the Chair in promoting diversity initiatives for the chapter.

**Legislation** - this committee assists the chair in reviewing and tracking specific current and pending legislation.

**Organization Liaison** – members of this committee serve as representatives to other organizations they are involved in.

**OTEC** – this committee helps organize the WTS session and other OTEC activities.

**Programs & Special Events** – this committee helps plan events in addition to set up, registration, photos, and tear down at events.

**Publications** – this committee assists the chair in writing, soliciting, and reviewing of specific articles and other publications.

**Recognitions** – this committee reviews and recommends annual award winners to the Board.

**Scholarship** – this committee reviews and recommends scholarship winners.

**Student Liaison** – this committee assists the chair in promoting student interaction with WTS Columbus.

**Sustainability Chair** – this committee assists the chair in providing guidance and activities to promote green initiatives for the Chapter.

### **How to become a Committee Member:**

Contact the Chapter and indicate which committee(s) you would like to serve on. The request will be forwarded to the pertinent Board/Chair, and they will contact you to get you involved.