

WTS Pittsburgh Chapter 2020 Officer Nomination Form

Serving on the Board of Directors is an opportunity to help guide the direction of the WTS Pittsburgh Chapter, contribute to the organization’s growth and legacy, and ensure that the organization is compliant with legal and regulatory obligations. Any member of the chapter can identify potential candidates or self-nominate. The next two-year term begins January 1, 2021. Responsibilities of WTS Pittsburgh Chapter officers are described in the attached documents.

Candidates must meet the following criteria:

- Serve on the WTS Pittsburgh for a period of at least one year (two years for President)
- Be a WTS member in good standing
- Possess leadership, knowledge and experience relevant to Board service

NOMINEE NAME		
POSITION OF GREATEST INTEREST		
EMPLOYER		
MAILING ADDRESS		
CITY/STATE/ZIP		
PHONE	CELL	FAX
EMAIL		

The Nominees will be evaluated for their abilities, skills, qualities of leadership and other attributes determined to be important to board service including but not limited to:

- Understanding and commitment to WTS and its mission and vision
- Knowledge of and relationships in the industry
- Ability to think strategically and set direction and policy
- Contribute to board effectiveness through personal leadership, communications, team building, etc.

Nominees should complete the attached nomination form and return to **wtspittsburghchapter@gmail.com, Subject: Officer Nominations — Rosemarie Gerdich** by 5 PM on Friday, October 30, 2020. Candidates will be contacted by the current board. The current board will evaluate nominees and submit a final ballot for membership vote which will contain a minimum of one person per position.

Nominations accepted for: PRESIDENT
 VICE PRESIDENT
 SECRETARY

Officer's' Descriptions

President

- Guides and leads the chapter by holding regular board meetings.
- Sets goals for the chapter in conjunction with the board and membership.
- Presides at program events, board meetings and other official chapter functions.
- Communicates with the membership on a regular basis through the newsletter and email.
- Assures that the activities are being properly coordinated and the chapter is running smoothly.
- Participates in quarterly Presidents conference calls with WTS International.
- Participates in quarterly regional conference calls.

Vice-President

- Assists president in goal planning and chapter strategies.
- Participates in quarterly Presidents conference calls with WTS International.
- Participates in quarterly regional conference calls.
- Coordinates with program chair to summarize/write-up program events and newsletter.
- Assist membership chair to prepare corporate sponsorship letter and mailings.

Treasurer

- Prepares and updates the chapter's budget.
- Anticipates necessary cash flow.
- Obtains receipts for all bills and pays all bills promptly.
- Maintains accurate and detailed records of expenditures and receipts.
- Prepares a yearend report for inclusion in the chapter's annual report and for the annual IRS tax return.

Secretary

- Prepares minutes of all board meetings.
- Maintains permanent records of minutes, bylaws, policies and procedures guidelines.
- Maintains Pittsburgh area transportation professional contact database.
- Manages stationary needs.