

WTS-DC

OFFICER ROLES AND RESPONSIBILITIES

PRESIDENT

The responsibilities of the President shall be as follows:

General – From the Bylaws

“The President shall be the chief executive officer of the corporation and shall chair all meetings of the membership and the Executive Board and shall have the power to appoint chairs or committees subject to the approval of the Executive Board. The President may sign any deeds, mortgages, bonds, contracts or other such documents which the Executive Board has authorized to be executed, except in such cases where the Bylaws or statute has expressly delegated the authority to sign to some other officer of the Corporation. In general, the President shall perform all duties incidental to the office of the President and such duties as may be assigned by the Executive Board.”

- Guides and leads the organization.
- Acts in the best interest of the organization.
- Sets goals and objectives for the organization in conjunction with the Executive Board and the membership.
- Works with chairs and membership to achieve these goals, including an annual retreat for Board members to discuss direction and activities for the coming year.
- Communicates with the membership on a regular basis through the newsletter or other medium.
- Presides at program events, Board meetings and at other official Chapter functions.
- Creates, with Executive Board input, the monthly Executive Board meeting agenda.
- Discusses all major activities/actions before the Executive Board, and in consultation with the Board, resolves policy disputes pertaining to the chapter.
- Keeps the Executive Board informed of all current critical information regarding the Chapter and WTS International.
- Recruits chairs.
- Initiates the removal of chairs, when agreed upon by a majority of Executive Board members.
- Conducts mid- and end-of-year check-ins with committee members.
- Assures that the Board and chapter activities are being properly coordinated and the organization is running smoothly.
- Suggests organizational changes to the Executive Board as they become necessary.
- In conjunction with Recognitions Chair, notifies recognition award recipients, but not the scholarship recipients.
- Signs-off on “thank you” letters to corporate members and program speakers and all other official chapter correspondence.
- Proofs newsletter and meeting minutes.
- Prepares and submits Quarterly Reports for WTS International and tracks progress of the Chapter Circle of Excellence.
- Reviews and approves the quarterly financial reports.
- Along with the Treasurer, can be the sole signer of checks up to \$5,000 for the organization; and any check \$5,000 or more must be co-signed by two authorized officers of the Board.
- Approves the use of the Chapter’s credit card.

VICE PRESIDENT

The responsibilities of the Vice President shall be as follows:

General – From the Bylaws

“The Vice President shall preside in the absence of the President or in the event the President is unable to preside or refuses to act. When so acting, the Vice President shall have all the powers of and be subject to all restrictions upon the President. The Vice president shall perform such duties as may be assigned by the President or Executive Board.”

- Assists the President in planning overall goals and strategies for the Chapter.
- Develops and coordinates, with input from each committee and chair, the Chapter’s Annual Report.
- Leads programs task force to brainstorm ideas for program topics and speakers. Program ideas may be generated at in-person meetings consisting of a balance of Chapter members and Board members, or via online surveys to the WTS-DC membership. Program topic discussions shall include the chairs for Professional Development, Legislative, Diversity, Corporate Relations, and Scholarship and Fundraising Committees. The program topics list shall be reviewed at least twice annually, including in the fourth quarter to develop recommendations for priorities and activities in the coming year.
- Stays informed of program planning and ensures that at least one program is held by the Chapter monthly.
- Coordinates with other committees to ensure at least one diversity, legislative, scholarship fundraiser, and professional development program is completed each calendar year.
- Works with event coordinator to obtain necessary biographical and/or topical information for formal introduction of speakers at the program.
- Works with relevant program-planning committee and Communications, Newsletter, and Social Media Committee to develop email notices to publicize programs.
- Schedules the annual calendar of Board meetings, including distributing meeting invitations and securing meeting venue locations.
- Collects committee reports prior to each meeting for insertion in the meeting agenda.
- Distributes agendas and supplementary material to the Board via email prior to each meeting.
- Reviews each issue of the newsletter prior to publication.
- Conducts mid- and end-of-year check-ins with committee members.
- Recruits volunteers for vacant Board positions.
- Meets or speaks with prospective WTS-DC Board members and general members as inquiries arise.

TREASURER

The responsibilities of the Treasurer shall be as follows:

General – From the Bylaws

“The Treasurer shall be responsible and have charge and custody of all funds, securities, and contracts of the Corporation, receive and give receipts for money due and payable to the Corporation, deposit all such monies in the name of the Corporation in an insured depository, prepare monthly financial reports and an annual report at the end of each calendar year and such other duties as may be assigned by the President or by the Executive Board.” The Treasurer can be the sole signer checks up to \$5,000; and any check \$5,000 or more must be co-signed by two authorized officers of the Board.

- Prepares and updates the Chapter’s annual budget with input and assistance from the Executive Board and for the Board’s review and final approval.
- Anticipates necessary cash flow requirements based on routine expenses and income.
- Reviews planned expenditures with the Executive Board and discusses the advisability of such expenditures based on available or anticipated net balance.
- Brings spending trends to the Executive Board’s attention.

- Informs the Executive Board (and the membership, as necessary) of all eligible reimbursement items/expenditures of Chapter business and of all requirements (i.e. receipts) which must be met for an item to be reimbursed.
- Obtains receipts for all bills and pays any undisputed bill promptly (within 30 days).
- Reviews the accuracy and legitimacy of all bills and receipts prior to disbursement of funds.
- Maintains accurate and detailed records of expenditures and receipts.
- Reviews receipts from Chapter activities and insures they are properly reconciled prior to deposit.
- Invoices those individuals who committed to attending a program and did not cancel before the deadline.
- Prepares a monthly written Treasurer's report for each Executive Board meeting that shows expenditures and revenues to date as compared to budgeted amounts and a current statement of net worth. This report is attached to the meeting minutes.
- Prepares a year-end Treasurer's report for inclusion in the Chapter's Annual report, showing revenues and expenditures for the calendar year, as compared to the budgeted amounts for that year, and the Chapter's net worth at the end of the year.
- Prepares and provides WTS International with a copy of the Chapter's year-end report for inclusion in the annual IRS tax return and Scholarship Fund's annual IRS tax return
- Files a Report for Foreign and Domestic Corporations with the District of Columbia every two years for the Scholarship Fund.
- Obtains and maintains with the bank authorized signatures on all financial accounts. (At least one other Officer must be authorized to sign checks in the absence of the Treasurer.)
- Keeps the President and Executive Board informed of all relevant activities in a timely manner.
- Recommends changes in accounts (e.g. transferring funds to or from savings, money market or certificate of deposit accounts, and opening and closing of accounts).
- Maintains records for review by the President at least quarterly.
- Serves as the authorized account manager for the Chapter's credit card.
- Responsible for paying the credit card balance in full and on time every month.
- Ensure that the Scholarship checking account has sufficient funds to cover Scholarship expenses, and that the Scholarship Holding Account(s) are invested in vehicles which protect the principal.
- Follows up with corporate memberships to collect payments.

SECRETARY

The responsibilities of the Secretary shall be as follows:

General – From the Bylaws

“The Secretary shall be the guardian of current Corporate records. The Secretary is responsible for keeping the minutes of all the meetings of the members and Executive Board, for keeping a current register of the mailing addresses of each member of the Corporation, for all official correspondence and notices of the chapter in accordance with the provisions of these bylaws, and other such duties as may be assigned by the President or the Executive Board.”

- Prepares minutes of monthly Executive Board meetings, which include the individuals present, discussion points, decision reached, actions agreed upon, and timetable for activities.
- Provides draft minutes from the preceding Executive Board meetings.
- Maintains records of minutes, bylaws, policies and procedures guidelines, and other relevant information.
- Updates and maintains the Chapter's section of WTS International's website.
- Manages stationery needs and interfaces with WTS International on hard stock stationery, logos, and templates.