

An aerial photograph of a city, likely Charlottesville, Virginia, showing a mix of modern high-rise buildings and older, lower-rise structures. A blue semi-transparent rectangle is overlaid on the right side of the image, containing white text. The text is arranged in a hierarchy: a main title, a horizontal line, a chapter number, and a chapter title. The background image shows a dense urban environment with streets, parking lots, and various architectural styles.

# WTS Central Virginia Chapter Handbook

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## Chapter 3: The Board of Directors

Last Updated July 2019

## Immediate Past President

In addition to the responsibilities set forth in the by-laws, the Immediate Past President is responsible for the following duties:

- Serve as advisor to the President
- Provide historical knowledge on Chapter's activities
- Serve as a parliamentarian during Chapter meetings and resolve policy disputes, if needed
- Chair a task force or committee on which prior knowledge of the organization is a valued asset, if requested
- Assist in developing, with input from the Executive Board and Committee Chairs, the Chapter's Annual Report and submit to WTS International
- Oversee the election of new officers, which may include:
  - Gather nomination information from the President and membership to develop ballots
  - Tabulate the results of the ballots after the election
  - Certify the results at the November Executive Board Meeting
  - If a runoff election is required, oversee the preparation, distribution and tabulation of the necessary ballot and votes

## President

In addition to the responsibilities set forth in the by-laws, the President's duties include:

- Guide and provide strategic leadership for the organization
- Act in the best interest of the organization
- Set goals for the organization in conjunction with the Executive Board and the membership
- Work with Committee Chairs and membership to achieve the goals
- Keep WTS International informed of all current critical information regarding the Chapter, and relay information/changes presented by WTS International to the Executive Board and membership
- Serve as the primary point of contact for the chapter email ([centralva@wtsinternational.org](mailto:centralva@wtsinternational.org)). Monitor and respond, or delegate responses to appropriate Executive Board member or Committee Chair, in a timely manner.
- Provide content for regular Chapter communications to the Communications Committee, or other Executive Board members or Committee Chairs
- Lead/preside at program events, Executive Board meetings and at other official Chapter functions
- Create, with Executive Board input, the Executive Board meeting agenda
- Discuss all major activities/actions before the Executive Board
- Recruit Committee Chairs
- Initiate the removal of Committee Chairs, when agreed upon by a majority of Executive Board members
- Assure that the Chapter activities are being properly coordinated and that the organization is running smoothly

- Suggest organizational changes to the Executive Board as they become necessary
- Notify Recognition Award recipients (but not the scholarship recipients)
- Sign “thank you” letters to corporate sponsors, program speakers, and official correspondence or press releases generated by the chapter (this responsibility may also be delegated, as appropriate, to the Secretary or appropriate committee chairs/board members)
- Proof read newsletter and meeting minutes
- Prepare and submit Quarterly Reports to WTS International
- Approve the use of the Chapter’s credit card or other expenditures not otherwise approved by the Treasurer
- Ensure Chapter representation on WTS International calls and at WTS sponsored events such as Chapter Leadership Training

### Vice President

The Vice President shall preside in the absence of the President or in the event the President is unable or refuses to act. When so acting, the Vice President shall have all the powers and be subject to all restrictions upon the President. In addition to the responsibilities set forth in the by-laws, the Vice President’s duties include:

- Assist the President in planning and setting overall goals and strategies for the Chapter
- Promote the successful management and development of the Chapter
- Work with the President to develop the meeting agenda for monthly Board Meetings
- Encourage membership participation in events, programs, and committees
- Coordinate with the other Executive Board members
- Communicate regularly with Committee Chairs reporting to the Vice President
  - Programs
- Coordinate with Programs Chair
  - Assist Programs Chair to establish Chapter program calendar and goals and objectives for the year, assuring appropriate representation of modes and organizations when planning programs
  - Work with Programs Chair and Communications Chair to publicize programs
  - Coordinate with Programs Chair and Communications Chair to summarize/write-up program events for the newsletter
- Coordinate with Communications Chair
  - Newsletter
  - Social Media
  - Press Releases
  - Constant Contact
  - Website
- Coordinate with Membership Chair
  - Assist with promoting and encouraging Chapter growth

- Coordinate with Corporate Sponsorship Chair
  - Assist with initiating requests for corporate sponsorships
- Coordinate with Recognitions Chair
  - Assist with soliciting nominations for Recognition Awards
  - Assist with review of nominations for Recognition Awards
- Coordinate with Scholarship Chair
  - Assist with review of Scholarship applications
- Coordinate with Professional Development Chair
  - Assist with identification of professional development events
  - Attend Executive Board meetings

## Treasurer

In addition to the responsibilities set forth in the by-laws, the Treasurer's duties include:

- Prepare and update the annual budget, with input and assistance from the Executive Board, and Committee Chairs, for the Executive Board's review and final approval
- Anticipate cash flow requirements based on routine expenses and income
- Review planned expenditures with the Executive Board and discuss the advisability of such expenditures based on the available or anticipated net balance
- Bring spending trends to the Executive Board's attention
- Inform 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
- Obtain receipts for all bills and pays all bills promptly
- Review the accuracy and legitimacy of all bills and receipts prior to disbursement of funds
- Maintain accurate and detailed records of expenditures and receipts
- Review receipts from Chapter activities, and makes sure they are properly reconciled prior to deposit
- Invoice those individuals and organizations who owe money to the chapter
- Prepare a monthly Treasurer's report for each Executive Board Meeting showing expenditures and revenues to date as compared to budgeted amounts and a current statement of net worth (the report should be attached to the meeting minutes for all Executive Board Meetings)
- Prepare 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
- File Form 990 with the IRS (due May 15th)
- File reports due to the state/local agencies
- Obtain and maintain bank authorized signatures on all financial accounts (at least one other Executive Board Officer must be authorized to sign checks in the absence of the Treasurer)
- Recommend changes in accounts (e.g. transferring funds to or from savings, money market or certificate of deposit accounts, and opening and closing of accounts)

- Maintain financial records for periodic review by the President
- Serve as the authorized account manager for the Chapter's credit card or other obligations
- Serve as liaison between WTS International and the Chapter for all financial matters and concerns
- Coordinate regularly with WTS International on WTS Foundation (WTSF) balances for the Chapter
- Maintain the Chapter's preferred income application account for event registrations
- Maintain the Chapter's event registration application account for event payment
- Maintain the Chapter's preferred bookkeeping software account
- Monitor the Chapter email accounts to track payment notifications and other financial notices appropriately. Elevate non-financial emails to the President or other Executive Board member, as appropriate, for timely response
- Communicate regularly with Committee Chairs reporting to the Treasurer
  - Corporate Sponsorship
  - Scholarship

## Secretary

In addition to the responsibilities set forth in the by-laws, the Secretary is responsible for the following:

- Maintain Chapter records both written (Chapter email - [centralva@wtsinternational.org](mailto:centralva@wtsinternational.org)) and electronically (Chapter Hard drive)
- Solicit and compile monthly reports from Executive Board and Committee Chairs
- Distribute agenda and monthly reports to Executive Board and Committee Chairs prior to monthly Board Meetings
- Prepare minutes of the Board Meetings including the following:
  - Individuals present (if there is a quorum)
  - Discussion points
  - Any motions, discussion, and subsequent actions agreed upon
  - Decisions reached
  - Timetable for activities
  - Action items
- Distribute draft meeting minutes for review prior to the next Executive Board Meeting (shall be distributed with the agenda and monthly reports for the upcoming meeting)
- Maintain a permanent record for the Chapter, including:
  - Minutes, including a copy of each committee report submitted to the Board
  - Bylaws
  - Policies, procedures and guidelines
  - Contact information of each member of the corporation
  - Chapter logos
- Communicate regularly with Committee Chairs reporting to the Secretary
  - Communications
  - Membership

## Directors at Large

In addition to the responsibilities set forth in the by-laws, the Directors at Large are responsible for the following:

- Assist the President and Vice President in planning and setting overall goals and strategies for the Chapter
- Support the Chapter mission, goals, and objectives
- Encourage membership participation in events, programs, and committees
- Assist the Executive Board and Committee Chairs with programs and initiatives, as needed
  - Communicate regularly with Committee Chairs reporting to the Directors at Large
  - Transportation YOU
  - Professional Development/Mentorship
  - Industry Engagement

## Organization Chart

To assist the committee chairs, each committee has an Officer assigned as a Board Liaison to be a “go to” person for consultation, concerns and projects. The assignments are as follows:

- Immediate Past President
  - Recognitions
- Vice President
  - Programs
- Treasurer
  - Corporate Sponsorship
  - Scholarship
- Secretary
  - Communications
  - Membership
- Directors at Large
  - Transportation YOU
  - Professional Development/Mentorship
  - Industry Engagement

The President and any Executive Board Members are available for any members or committee chairs, but this structure will ensure that regular communications are occurring and potential issues do not fall “between the cracks.”