

President

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

- Guides and leads the organization.
- Acts in the best interest of the organization.
- Sets goals for the organization in conjunction with the Board of Directors and the membership.
- Supports Board and Chairs to achieve these goals.
- Communicates with the membership on a regular basis through the newsletter or other medium.
- Presides at program events, Board of Directors meetings, annual corporate sponsorship reception, and at other official Chapter functions.
- Selects luncheon attendees to sit at head table based on sponsorship level and board position of attendees.
- Creates, with Board of Directors input, the Board of Directors monthly meeting agendas.
- Schedules and facilitates monthly Board of Directors meetings.
- Discusses all major activities/actions before the Board of Directors.
- Keeps the Board of Directors informed of all current critical information regarding the Chapter and WTS International.
- Recruits Committee Chairs and provides support for continuity of knowledge.
- Initiates the removal of board members or chairs, when agreed upon by a majority of Board of Directors members.
- Assures that the activities are being properly coordinated and that the organization is running smoothly.
- Suggests organizational changes to the Board of Directors as they become necessary.
- Relays relevant information from WTS International to the Board of Directors.
- Notifies Recognition Award recipients, but not the scholarship recipients.
- Introduces the Recognition Award recipients at the Awards Ceremony.
- Resolves all policy disputes.
- Signs-off on "thank you" letters to corporate members, program speakers, and official correspondence and press releases generated by the chapter. (This responsibility may also be delegated, as appropriate, to the Secretary or appropriate committee chairs/board members.).
- Proofs newsletter, meeting minutes, Chapter email blasts, annual reports, and other materials being issued by the Chapter.
- Provides a "Letter from the President" for Chapter newsletters.



Board Roles & Responsibilities

- Prepares and submits Quarterly Reports for WTS International within the allotted timeframe.
- Develops and coordinates, with board members and chairs, the Chapter's Annual Report.
- Ensures chapter representation on WTS International monthly general calls and at events such as Chapter Leaders Training.
- Maintains the WTS Houston email account.
- Assist with chapter website updates.
- With the Vice President and Treasurer, establish the preliminary annual Chapter budget.
- Approves expense reports from members for reimbursements related to Chapter expenses.
- Checks Chapter mailbox.
- Makes bank deposits, as necessary, while providing necessary documentation to Treasurer.
- Only the President and Vice President are authorized to sign checks. Checks over \$5,000 will require two signatures.



Vice President

In addition to the responsibilities set forth in the by-laws, the Vice President:

- Serves as a liaison to Corporate Sponsorship Committee, Agency Sponsors committee, and Scholarship and Awards Gala Committee.
- Assists the President in planning overall goals and strategies for the Chapter.
- Spearheads requests for corporate sponsorship of special events and programs.
- Help generate regular sponsors and agency sponsors.
- Attends Corporate Sponsors Committee Meetings.
- Maintains the WTS Houston email account.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.
- Attends most, if not all, chapter events including luncheons and annual awards gala. Attend training and events held by WTS International, as relevant and available.
- Support President in her duties, as requested, and facilitate Board of Director meetings in her absence.
- Assist with chapter website updates.
- Prepare and moderate annual lattes & leadership.
- Checks Chapter mailbox.
- Makes bank deposits, as necessary, while providing necessary documentation to Treasurer.
- Only the President and Vice President are authorized to sign checks. Checks over \$5,000 will require two signatures.



Secretary

In addition to the responsibilities set forth in the by-laws, the Secretary:

- Liaison to the Communications Committee.
- Prepares minutes of monthly Board of Directors meetings, which include the individuals present, discussion points, decision reached, actions agreed upon, action item list, and timetable for activities.
- Provides draft minutes to the board members within three days following the monthly board meeting. Approval of the minutes will take place at each board meeting. Work with the President to prepare a monthly agenda.
- Maintains permanent records of minutes, approved items, bylaws, policies and procedures, guidelines, and other relevant information.
- Manages stationery needs, chapter logos, sponsor logos, letterhead, and other supplies in a Chapter Dropbox folder.
- Provides oversight of the Communications Committee and delegates responsibilities to the Communications Chair to distribute the newsletter each month using Constant Contact. Separate flyers will be emailed to members in accordance with specific events.
- Maintain the constant contact account including updates of member's email addresses.
- Assist with chapter website updates.
- Maintains the WTS Houston email account.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.



Treasurer

In addition to the responsibilities set forth in the by-laws, the Treasurer:

- Liaison to the Hospitality Committee.
- Prepares and updates the Chapter's annual budget with input and assistance from the Board of Directors and for the Board's review and final approval.
- Possess the checkbook at the Treasurer's workplace to have immediate accessibility to write checks and manage the chapter's finances.
- Anticipates necessary cash flow requirements based on routine expenses and income.
- Reviews planned expenditures with the Board of Directors and discusses the advisability of such expenditures based on available or anticipated net balance.
- Brings spending trends to the Board of Directors' attention.
- Informs the Board of Directors 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 and electronically archives receipts for all bills and pays all bills promptly.
- Reviews the accuracy and legitimacy of all bills and receipts prior to disbursement of funds.
- Maintains accurate and detailed records of expenditures and receipts using QuickBooks.
- Provides a profit and loss (P&L) statement at all monthly board meetings.
- Reviews receipts from Chapter activities, and makes sure they are properly reconciled prior to deposit.
- Tracks the luncheon corporate sponsorship vouchers per each sponsorship level.
- Invoices those individuals and organizations who owe money to the chapter.
- Obtains and maintains with the bank authorized signatures on all financial accounts. (Only the President and Vice President are authorized to sign checks.) Checks over \$5,000 will require two signatures.
- Communicates/Manages insurance coverage updates and payments.
- Files taxes with board approved CPA.
- Keeps the President and Board of Directors informed of all relevant activities.
- 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).



Board Roles & Responsibilities

- Tracks moneys to be sent to the WTS Foundation Houston account. Provides a letter to WTS International when ready for check to be sent to our Foundation account.
- Maintains records for periodic review by the President.
- Serves as the authorized account manager for the Chapter's account obligations.
- Serves as liaison between WTS International and the Chapter for all financial matters and concerns.
- Assist with the Annual Sponsorship collections. The Sponsorship Chairs will work closely with the Treasurer to make sure annual sponsorship payment has been collected before the WTS Houston sponsors banner is printed at the beginning of the year.
- Maintains the WTS Houston email account.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.



Immediate Past President

The responsibilities of the Past President may include:

- Serves as advisor to current President.
- Provides historical knowledge on Chapter's activities.
- May be requested to chair task forces or committees on which prior knowledge of the organization is a valued asset.
- Oversees conferences for WTS International, Regional, or local efforts.
- Oversees Board of Directors elections.
- Gathers nomination information and develops ballots.
- Tabulates the results of the ballots.
- Certifies the results at the Appointed Board of Directors Meeting.
- If a run-off election is required, oversees the preparation, distribution and tabulation of the necessary ballot and votes.
- Chapter Awards:
 - Prepares notices for the newsletter or other medium soliciting nominations from Chapter members for the annual recognition awards; Woman of the Year, Member of the Year, Employer of the Year, Innovative Transportation Solutions Award, Secretary Ray LaHood Award and the Rosa Parks Diversity Award. The notices should include a description of the qualifications for each award and the deadline for submitting nomination.
 - Prepares notices for the newsletter or other medium soliciting nominations for the chapter's Young Engineer of the Year Award.
 - The final selections of nominees are compiled as a packet and sent to each Board of Directors member.
 - Prepares a write-up of the awardees for the Chapter newsletter and Annual Report, and for submission to WTS International as the Chapter's nominees for the WTS International Awards.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.



Director of Programs

The responsibilities of the Director of Programs shall be as follows:

- Serves as liaison to the Programs Committee, Annual Awards and Scholarship Event committee, and Professional Development committee.
- Provides oversight of WTS Houston's events including luncheons, special events, professional development events, fundraisers, tours and committee meetings. Assists with agenda and timing during events.
- Assists Programs Chair during monthly luncheons.
- Coordinates requests of the board for speakers or panels for monthly luncheons for the year.
- Works with the Secretary and Communications Chair to summarize/write-up program events for the newsletter.
- Contract solicitation from venue and have signed by the President.
- Write thank you notes to Speakers (can be handwritten and mailed or emailed).
- Maintain the Chapter calendar of events on Dropbox to ensure no conflicts occur when scheduling events.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.



Director of Membership

The responsibilities of the Director of Membership shall be as follows:

- Serves as liaison to the Membership/Member Services Committee and STEM Committee.
- Oversees the membership committee brochure updates.
- Participates in the renewal call campaign and membership calls, when needed.
- Assist in the development of a new member strategy.
- Help set a goal with the board of directors for the membership committee to reach.
- Attend online membership webinars conducted by WTSI, when needed.
- Help recruit new members and direct them to the membership committee.
- Attend Membership Committee meetings.
- Help with any issues needing WTS International input.
- Assist the Membership Chair with developing a committee.
- Assist in keeping relationships with members open and connected.
- Oversee the planning of membership events.
- Help develop a strategy and system to make calls to new members.
- Assist in creating a Member Services sub-committee to introduce new members getting involved in committees.
- Welcome new members at monthly luncheons and help connect them to members.
- Provides monthly updates of new members to the Secretary including new members' contact info or existing members' updated contact info of based off of WTSI database.
- Assist in developing STEM events.
- Assist the STEM committee in expanding the relationship with YesPrep and other potential STEM recipients.
- Help encourage the STEM committee to stay within the targeted budget and strategic plan.
- Help create a mentor/mentees sub-committee to develop a mentoring program between young women ages 15-18 (High school) and the membership.
- Develop STEM relationships between local universities and WTS Houston.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.



Director of Student Relations

The responsibilities of the Director of Student Relations shall be as follows:

- Liaison to the Scholarships Committee and Student Chapters Committees.
- Liaison to local Universities to spread the word about scholarship opportunities.
- Shall serve on the scholarship application review sub-committee.
- Introduces the scholarship recipients at the WTS Houston Annual Scholarship & Awards Event.
- Provide input on monthly Board of Directors meetings' agendas.
- Attends monthly Board of Directors meetings.



Director of Community

The responsibilities of the Director of Community shall be as follows:

- Liaison to the Diversity Committee and Mentorship Committee.
- Oversees coordination of the Annual Diversity Event.
- Assists in identifying Agency Sponsors.
- Coordinate potential Agency sponsors with the Corporate Sponsor and Agency Committees.
- Oversee the Chapter's mentorship program

