

## THE REWARDS OF BEING A BOARD MEMBER AWAIT YOU!

Serving as a WTS Metro Phoenix board member is a rewarding opportunity and enhances your contribution to WTS and the mission of attracting, retaining and advancing women in transportation. If you are a current chapter member and like the idea of supporting WTS Metro Phoenix, while also gaining valuable experience, consider being a part of the Board for the 2022-2023 term. The following board positions are open:

Vice President

Treasurer

Secretary

Director of Programs

Director of Membership

Director of Communications

Director of Scholarships

Director of Mentorship

Director of Development

Digital Media Chair

Golf Tournament Chair

Nominations Chair

Awards Ceremony Chair

Appointments Chair

### PROCESS

1. Nominations are due by the end of business **Friday, September 10, 2021**.
2. Candidates will be reviewed and may be interviewed by the incoming President.
3. The recommended slate will be presented to and voted upon by the Board.
4. The slate will then be sent to the membership for ratification prior to being finalized.
5. Upon ratification, the President will notify all participants of the outcome.
6. A notice will go out to the membership announcing the membership for the 2022/2023 term.

### SUBMISSION

Please complete the following three items:

1. Letter of Interest – not to exceed one page
2. Biography or Resume – not to exceed two pages
3. Headshot

Submit the entire package via email by end of business on **Friday, September 10, 2021** at:

## **Board Positions**

The board positions are described below. The President is filled through automatic succession by the Vice President. The description of President is provided only as a reference since the Vice President for the 2022/2023 Term will serve as the President for the 2024/2025 Term, and then in an advisory capacity as the Immediate Past President for the 2026/2027 Term. The position of the Vice President is the only position that requires more than a two-year commitment.

### **Officers**

The officers of the Corporation shall be the President, Vice President, Secretary, Treasurer and Immediate Past President.

### **President**

The President shall be the chief executive officer of the Corporation and shall chair all meetings of the membership and the Board of Directors. The President may sign with the Secretary any deeds, mortgages, bonds, contracts, or other such documents which the Board of Directors 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. The President shall be placed as signor with the Treasurer on all financial accounts and/or documents. In general, the President shall perform all duties incident to the office of the President and such duties as may be assigned by the Board of Directors.

### **Vice President**

The Vice President shall preside in the absence of the President or in the event the President is unable or refused to act. When so acting, the Vice President shall have all powers of and be subject to all restrictions upon the President. The Vice President prepares to assume the office of President in accordance with the Chapter's plan for succession; and shall perform such duties as may be assigned by the President or Board of Directors.

### **Secretary**

The Secretary shall be the guardian of Corporate records. The Secretary is responsible for keeping the notes of all the meetings of the members. The Secretary is also responsible for taking the minutes at the meetings of the Board of Directors; for keeping a current register of the name and address of each member of the Board of Directors; 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 Board of Directors.

### **Treasurer**

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 as approved by the Board of Directors; prepare financial reports and an annual report as of the end of each year; and such other duties as may be assigned by the President or Board of Directors.

### **Immediate Past President**

The Immediate Past President shall be a member of the Board of Directors and be available to perform such duties as may be assigned by the President or Board of Directors. The Immediate Past President shall coordinate the leadership and activities of the Nominations Committee as necessary to fulfill the goals of the Chapter on an annual basis.

## **Directors of the Corporation**

The Directors of the Corporation shall be the Director of Communications, Director of Membership, Director of Mentorship, Director of Programs, Director of Scholarship, and Director of Development. Directors of the Corporation serve a two-year term.

### **Director of Communications**

The Director of Communications shall coordinate all communications to the membership at large. The Director of Communications shall coordinate the leadership and activities of a Communications Committee as necessary to fulfill the goals of the Chapter on an annual basis.

### **Director of Membership**

The Director of Membership shall maintain a current database of chapter membership and corporate sponsors. The Director of Membership shall coordinate the leadership and activities of a Membership Committee as necessary to fulfill the goals of the Chapter on an annual basis.

### **Director of Mentorship**

The Director of Mentorship shall manage the Mentorship Program by distributing call for applications, recruiting mentors, pairing mentees/mentors based on career path; confirm program speakers, venue, dates and graduation. Also plans and conducts up to two professional development programs per calendar year and coordinates all programs with Directors of Communications and Programs. The Director of Mentorship shall coordinate the leadership and activities of a Mentorship Committee as necessary to fulfill the goals of the Chapter on an annual basis.

### **Director of Programs**

The Director of Programs shall coordinate all program events and venues with the President and Treasurer. With approval from the President, the Director of Programs may sign contracts, or other such documents which the Board of Directors has authorized to be executed for the purpose of a programs and event, except in such cases where the bylaws or statute has expressly delegated the authority to sign to some other officer of the Corporation. The Director of Programs shall coordinate the leadership and activities of the following committees as necessary to fulfill the goals of the Chapter on an annual basis: Programs and Awards Ceremony.

### **Director of Scholarships**

The Director of Scholarship shall manage the schedule for the solicitation of candidates for Chapter Scholarship. The Director of Scholarship shall coordinate the leadership and activities of Scholarships, Annual Golf Tournament and the Silent Auction Committees as necessary to fulfill the goals of the Chapter on an annual basis.

### **Director of Development**

The Director of Development shall coordinate all sponsorship packages, cultivate relationships with new and current sponsors, and coordinate creative fundraising and networking activities to serve the Chapter and its partners. The Director of Development shall coordinate the leadership and activities of a Development Committee as necessary to fulfill the goals of the Chapter on an annual basis.

## **Committee Chairs**

Committee Chairs work to engage members in the ongoing work of the Chapter. Committee Chairs are responsible for reporting monthly to the appropriate Board member liaison or the monthly Board meeting. Committee Chairs are not bound to a specific term length.

### **Digital Media Chair**

The Digital Media Chair serves as part of the Communication Committee and coordinates directly with the Director of Communications and other Board members to ensure events, programs, sponsorships, and announcements are posted to the Chapter social media channels and website. The Chair also schedules additional Chapter-specific content, as appropriate, for social media and website posting. The Chair attends WTSI Communications meetings to stay up to date on website program updates and social media campaigns and researches and recommends online tools for post scheduling and monitoring.

### **Golf Tournament Chair**

The Golf Tournament Chair coordinates with the directors of Development and Scholarships to coordinate all aspects of an annual golf tournament to fundraise for WTS-sponsored scholarships. The Chair researches and proposes dates and tournament venues to the Board of Directors and negotiates the contract and secure the venue in advance of the tournament. The Chair develops and proposes a tournament budget, secures sponsors, and organizes prizes. The Chair leads the Golf Tournament Committee, establishing meetings, agendas, and tracks action.

### **Nominations Chair**

The Nominations Chair coordinates annual and bi-annual calls for nominations. On an annual basis, the Chair prepares a call for nominations for annual awards to recognize winners at the annual awards ceremony. On a bi-annual basis, the Chair prepares a call for nominations for Chapter Board members. All nominations require a report to the Board and a membership vote. The Chair works closely with the Immediate Past President, Awards Chair, and Director of Communications for these nominations.

### **Awards Ceremony Chair**

Forms event planning committee, establishes meeting schedule, prepares agendas and tracks action items of committee members. Develops and proposes an event budget to the Board of Directors in cooperation with the Treasurer. Establishes desired event dates in coordination with the Board of Directors and WTS International activities. Coordinates with venue to finalize event contract for review by Board of Directors and execution by the President and verifies caterer options and costs associated with the venue. Assigns Committee activities and coordinates with Board of Directors to identify theme, VIP and member invitations, mailing addresses, awards, speaker gifts, speakers and the program. Tracks event expenses as they are incurred and coordinate with Treasurer. Finalizes and confirms event logistics such as valet parking, menu, entertainment, center pieces, volunteer recruitment, and set-up.

### **Appointments Chair**

Works with Chapter members interested in serving their community by appointment to an industry-related board or committee. Appointments Chair aids in the process of contacting the appropriate elected or appointment official and the application process.