**DIRECTOR RESPONSIBILITIES**

The Director must be a member in good standing and is responsible for upholding the mission of WTS-Boston in the management of the organization and the execution of its business. The Director is also responsible for representing one or more standing committees to the WTS Board of Directors. The Director’s specific roles and responsibilities will include, but will not be limited to:

* Attend and vote at the meetings of the Board of Directors
* Promote and encourage the growth of the WTS-Boston organization and the involvement of the members
* Represent one or more committees to the Board of Directors
* Delegate responsibility and provide support to committee chairs
* Report relevant business of the Board of Directors to the committee chairs and vice versa
* Submit monthly written updates on committee activities in advance of Board meetings, and periodic verbal updates during Board meetings
* Submit an annual budget to the Board of Directors on behalf of the committee(s)
* Meet with the committee chairs at the beginning of each calendar year to establish the goals for the year
* Review the committee’s articles and event registration information for eblasts before submitting to the President and Vice President for review
* Review the committee’s section for inclusion in the WTS annual report
* Attend at least two (2) committee meetings per year
* Take leadership roles for special initiatives as needed. Examples: Nominations Committee, scholarship application evaluations
* Promoting the mission of WTS to attract, sustain, connect and advance women’s careers to strengthen the transportation industry