

## Guiding Principles

The Board of Directors shall make governing decisions that reflect concern for and knowledge of WTS members' needs, concerns, and aspirations. Board members shall, to the best of their abilities, attend meetings, become well-informed about the work of the Board, and be prepared to fully express their views and ask discerning questions. Decisions will be reached after encouraging and exploring all points of view. Each Board member, regardless of personal point of view, is responsible to support the decisions of the Board in public. No Board member has any right or authority to act individually in the name of the organization unless delegated specific authority by the Board of Directors.

## Standards of Performance

- Promote the mission of the association and ensure a strategic planning process is in place that will lead to fulfillment of the mission
- Operate responsibly as stewards of the association
- Adopt annually a fiscally sound and prudent operating and capital budget
- Support the President/CEO and on an annual basis collaboratively establish performance objectives and conduct an evaluation based on those objectives
- Use influence in the industry to advance the mission of WTS
- Conduct purposeful board meetings
- Strive to continuously improve effectiveness as a governing board
- Strive to develop and maintain effective and mutually collaborative working relationships among fellow board members
- Use effective problem-solving techniques

## Responsibilities

- Determine the vision and mission of WTS
- Annually assess the environment and approve the organization's strategy
- Review and approve the annual financial goals, funding plans and operating and capital budgets.
- Approve major policies
- Select and provide oversight to the President/CEO
- Support the President/CEO in leading and managing the organization
- Review the performance and establish compensation of the President/CEO
- Ensure adequate resources are allocated to support the strategic plan goals
- Enhance the association's public standing and image.
- Ensure legal and ethical integrity and maintain accountability
- Recruit and orient new board members and assess board performance

## Duties

- Attend all board and appropriate committee meetings and functions
- Be informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees, task forces and special assignments
- Engage in deliberation and discussion in a principled manner that encourages vigorous exploration of ideas, possible resolutions, and consensus building.
- Keep up-to-date on developments in the industry that could have a potential impact on the Association
- Follow policies related to ethics, conflict of interest and confidentiality
- Assist the board in carrying out its fiduciary responsibilities
- Participate in all association meetings, events and programs

## Board Position Descriptions

### Chair

- Works closely with the President/CEO and the board of directors to advance the organization
- Works closely with the Board of Directors to ensure that the organization continues to meet its strategic objectives
- Leads strategic planning efforts
- Appoints leadership to board committees and ad hoc task forces
- Leads the WTS International Board of Directors and presides over Board meetings
- Is prepared to represent WTS at major events and meetings when needed
- Holds a position of influence in the industry and therefore is able to represent the Association in decision making environments.

### Vice Chair

- Prepared and qualified to assume the office of Chair
- Assumes duties of the Chair should the Chair be unable to perform those duties
- Assists the Chair in the execution of her duties
- Represents WTS at chapter events, allied organizations, and industry events when needed.
- Serves on the Executive Committee and other committees or task forces as appropriate/requested by the Chair
- Performs other duties as assigned by the Chair

### Secretary

- In advance of meetings of the Board, provides/oversees written notice of meetings and agendas
- Ensures distribution of appropriate background material on subjects to be discussed at Board meetings
- Provides written minutes to the Board members following meetings
- Ensures that approved minutes are filed in permanent records and maintains the official list of board members
- Serves on the Executive Committee and other committees or task forces as appropriate/requested by the Chair
- Performs other duties as assigned by the Chair

### Treasurer

- Serves as financial liaison to the board.
- Oversees the Board's review of and action related to the board's financial responsibilities
- Works with the President/CEO to ensure that appropriate financial reports are made available to the board in a timely manner
- Assists the President/CEO in preparing the annual budget and presents the budget to the board for approval
- Reviews the annual audit/financial report and ensures board members' questions are answered
- Serves on the Executive Committee, the Joint Finance Committee, and other committees or task forces as appropriate and/or requested by the Chair
- Performs other duties as assigned by the Chair

### Directors

- Serve as the governing body of the Association
- Work collectively to determine and execute the vision and mission of WTS
- Annually approve the organization's strategy
- Review and approve the annual financial goals, funding plans and budgets
- Approve major policies
- Support the Chair and President/CEO
- Ensure adequate resources are allocated to support the plan goals, programs and services
- Work closely with President/CEO to establish new corporate relationships and enhance existing relationships.
- Personally commit to financially supporting the philanthropic efforts of the WTS Foundation
- Enhance the association's public standing and image
- Attend board meetings, participate in conference calls and attend WTS meetings, events and programs