



## **WTS CENTRAL FLORIDA LEADERSHIP**

### **BOARD OF DIRECTORS POSITION DESCRIPTIONS**

The Board of Directors is responsible for leading the chapter by means of regular board meetings that will be at least quarterly and likely monthly. The additional information, as defined by the chapter bylaws, for each position is provided below. The Officers and Directors at large are elected by the WTS Central Florida chapter membership.

#### **Officers**

- The President presides over meetings, may appoint committee chairs with approval of the Chapter Board of Directors, and has signature authority for the chapter subject to the approval of the Chapter Board of Directors. Experience on the WTS Board of Directors is required for this position.
- The Vice-President shall preside in the absence of the President. In addition, the Vice-President is responsible for the quarterly reports to WTS International and ensuring the production of the Chapter Annual Report for the prior year. Experience on the WTS Board of Directors is recommended for this position.
- The Secretary is responsible for maintaining corporate records, which includes keeping the minutes of all the meetings of the Board of Directors, monitoring the post-office box and email files, and overseeing the chapter communication committees (Quarterly Newsletter, Social Media, and Website).
- The Treasurer is responsible for the chapter funds/bank account, securities, and contracts. The work includes overseeing the fundraising committee chair and to ensure sponsorship fees are collected, sponsors are recognized, and a scholarship fundraising event is held. The treasurer maintains QuickBooks records for monthly and quarterly treasurer reports, filing corporate and financial documents (Sunbiz registration and federal tax returns); and providing profit/loss statements for the quarterly programs, banquet, and fundraising event.

#### **Directors at Large**

The Directors at Large will serve on the board and serve as liaison to specific chapter committees. Roles will include attending committee meetings if needed and preparing monthly updates for the Board of Directors meeting for the assignments below:

- Director of Advancement will oversee chairs of the Scholarship, Transportation You, and Student Liaison Committees and ensure participation for WTS International scholarship and Transportation You programs.
- Director of Diversity will oversee chairs of Community Relations and Diversity and provide website resources for inclusion and equity in the transportation community.
- Director of Membership will oversee chairs of Membership and Recognitions and ensure participation in WTS International membership and awards programs. Efforts will include

working with the president to set the General Membership meeting and Open House as well as providing membership networking opportunities.

- Director of Professional Development will oversee chairs of Emerging Professionals and Professional Development and ensure participation in the chapter's program to sponsor attendance at the WTS International conference.
- Director of Programs will oversee chairs of the quarterly programs (up to 4 total) and annual banquet. Each event must meet attendance requirements for the chapter members and sponsor seats.

### **Immediate Past President**

The Immediate Past President will serve as the representative to the WTS Regional Council. The Immediate Past President will oversee the nomination and election process.