



## **WTS Foundation Board Member Requirements:**

- Be a member of WTS in good standing.
- Develop and support WTSF's efforts in carrying out its role.
- Possess evidence of leadership, knowledge and experience relevant to Boards of Directors service.
- Be able to travel to quarterly in-person Board meetings and participate in monthly virtual meetings.
- Have time and interest to serve on a committee in addition to routine Board responsibilities.
- Vice Chair must have served in another role on the WTSF Board in the past term or hold an equivalent position of leadership within the industry.
- Be active in and supportive of fundraising efforts.
- The WTSF Budget is established with the understanding that individual Board members are encouraged to contribute a minimum of \$1,000 per year to WTSF.

## **WTS Foundation Board Role Descriptions:**

### **Chair**

The Chair serves as the chief volunteer leader of the Foundation, guiding strategic direction, financial stewardship, and programmatic success, setting agendas and presiding over meetings, and ensuring the Board fulfills its governance responsibilities. They lead board meetings, set priorities, ensure execution of the strategic plan, serve as the public representative for Foundation initiatives, and build strong relationships with donors, partners, and WTS International leadership. The Chair also supports and oversees committee work across development, scholarship, and governance.

Key Skills: Strategic leadership; fundraising and donor relations; strong communication; governance expertise; nonprofit financial literacy; ability to inspire and motivate volunteers.

### **Vice Chair**

The Vice Chair supports the Chair and assumes leadership duties when needed, often coordinating committees or major strategic initiatives. They help advance strategic planning, lead special projects such as fundraising campaigns or scholarship program enhancements, support committee chairs, and represent the Foundation in the Chair's absence.

Key Skills: Leadership; project management; delegation; relationship management; strong communication; ability to work across committees and priorities.

## **Secretary**

The Secretary maintains the integrity of governance records and ensures clear and effective internal communication. They document official minutes, manage bylaws and policy files, support meeting preparation, and maintain organized, compliant governance documentation to ensure board effectiveness.

Key Skills: Organization; record-keeping; record-keeping; attention to detail; knowledge of nonprofit governance.

## **Treasurer**

The Treasurer provides financial stewardship and oversight of WTS Foundation's budgeting, reporting, and fiscal policies. This role coordinates the annual budget process, presents financial reports, manages audits, ensures strong financial controls, and supports long-term resource strategy and fundraising. This role collaborates directly with fundraising leaders to support long-term sustainability and responsible use of donor resources.

Key Skills: Financial management; Nonprofit accounting; budgeting; financial analysis; risk assessment; compliance oversight; ability to communicate financial concepts clearly.

## **Directors-at-Large (Multiple Seats)**

Director-at-Large members bring broad stakeholder representation and subject matter expertise to the Foundation's governance and programmatic work. They serve on or lead committees, help evaluate scholarship and program criteria, contribute to strategic planning and policy development, support fundraising and donor engagement, and help advance organizational priorities across programs and initiatives.

Key Skills: Critical thinking; problem-solving; commitment to philanthropy and equity; collaborative teamwork; objective analysis; collaborative decision-making; experience in leadership; fundraising.