



WTS International Board Member Requirements:

- Be a member of WTS in good standing.
- Possess evidence of leadership, knowledge, and experience relevant to Board 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 WTSI Board in the past term or hold an equivalent position of leadership within the industry.
- Senior level and board experience with established relationships in the industry, leadership in associations or other Boards of Directors with strong fiduciary responsibilities.
- Ability, knowledge, and personal commitment to fulfill the requirements of service of a board member (commensurate with position on board), including demonstrated ability to develop resources and opportunities.
- Be active in and supportive of fundraising efforts.
- The WTSF Budget is established with the understanding that individual WTSI Board members are encouraged to contribute a minimum of \$1,000 per year to WTSF.

WTS International Board Role Descriptions:

Chair

The Chair serves as the chief volunteer leader of WTS International, 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 International, initiatives, and build strong relationships with donors, partners, and WTS Foundation leadership. This role ensures Board actions align with the mission and strategic plan, represents WTS at industry and partner events, supports and evaluates the CEO. The Chair also supports and oversees committee work across development, scholarship, and governance.

Key Skills: Strategic leadership; fundraising; strong facilitation and communication; governance expertise; nonprofit financial literacy; consensus-building.

Vice Chair

The Vice Chair supports the Chair and assumes leadership duties in their absence, often coordinating committees or major strategic initiatives. The role helps ensure progress across committees, leads special initiatives or cross-chapter efforts, advances strategic planning and board development, and represents the WTS International in the Chair's absence.

Key Skills: Leadership; project management; delegation; relationship management; strong communication; ability to work across committees and priorities; deep understanding of WTS programs and structure.

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. This role supports meeting logistics, manages bylaws and policy documentation, and ensures the Board has the materials required to make informed decisions.

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

Treasurer

The Treasurer provides financial stewardship and oversight of WTS International's budgeting, reporting, and fiscal policies. The role is responsible for coordinating the annual budget process, presents financial reports, manages audits, participates in the Finance/Audit Committee, ensures strong financial controls, and supports long-term resource strategy and fundraising.

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

Director-at-Large (Multiple Seats)

Director-at-Large members represent the broader membership and bring specialized industry, leadership, or governance expertise to Board discussions. They serve on or lead committees, help evaluate scholarship and program criteria, contribute to strategic planning and policy development, support chapter relations, and help advance organizational priorities across programs and initiatives.

Key Skills: Critical thinking; problem-solving; understanding of transportation workforce needs; collaborative teamwork; objective analysis; collaborative decision-making; experience in leadership; chapter operations.