

WTS New Jersey

Board of Directors Election Information

2026 Election | 2027-2028 | 2 Year Term

Election Overview

Elections for the Board of Directors are a cornerstone of strong chapter governance. They provide a transparent and democratic process for selecting the individuals responsible for guiding the strategic direction, financial stewardship, and overall health of the chapter.

Well-executed elections ensure that leadership remains accountable to the membership, responsive to evolving needs, and reflective of the diverse perspectives within the community it serves.

Board elections also offer an opportunity to bring in fresh ideas, new skill sets, and renewed energy, while maintaining continuity and honoring institutional knowledge. They help build trust and credibility by demonstrating a commitment to fair leadership practices.

Our goal is to have an inclusive and well-communicated election process fostering member engagement, encouraging participation and investment in the chapter's future. Strong board elections contribute to effective leadership, operational stability, and the long-term success of the chapter.

Composition of Board of Directors

Our Board of Directors consist of the President, Vice President, Treasurer, Secretary, Immediate Past President, and Directors-at-Large.

Board of Director Position General Descriptions

Officers of the Board of Directors

President

- Acts as Chief Executive Officer of the Chapter.
- Appoints chairs of Committees subject to approval of Chapter Board.
- Supervises and controls all business and affairs of the Chapter.
- Prepares agenda for monthly Board meetings and notifies Board prior to each meeting – at least one week in advance of the meeting.
- Sets the date and times for the Board meetings.
- Signs any deeds, mortgages, bonds, contracts per the Bylaws.
- Presiding over Chapter Board of Directors' meetings.
- Presiding over programs and events.
- Announces available Board positions annually.
- Engages in proactive succession planning for board positions and committees to recruit new volunteers for committees and other chapter activities.
- If possible, attends WTS International Conference and represents chapter in International and presidents' meetings.
- Participates in monthly teleconference with other chapters and regional liaison.
- Participates in quarterly teleconference with International Board.
- Conveys pertinent information from WTS International to the Chapter Leadership and membership.

- Oversees chapter and scholarship fundraising efforts.
- Helps identify opportunities for partnerships with organizations that support and promote goals similar to those of WTS.
- Ensures all goals related to Fund Raising/Financial Stability in the Strategic Plan are met.

Vice President

- Presides in the absence of the President.
- Maintains and oversees updates of Chapter Bylaws and Strategic Plan.
- Coordinates and maintains the Chapter Protocols with the Secretary's assistance.
- Ensures goals in the Strategic Plan are met.
- Assists in preparation of an annual report regarding success at meeting goals in Strategic Plan.
- Assists the President with Board and Chapter activities and programs.
- Maintains a list of action items from Board meetings.
- Attends WTS Conference and Chapter Leadership Training if possible.
- Assists President in conveying pertinent information from WTS International.
- Assists President and engages in proactive succession planning.
- Board Liaison for the Programs Committee.

Treasurer

- Receives and gives receipts for money due and payable.
- Guides the Board and the committees through the annual budget process.
- Reviews, revises and approves the budgets to be recommended for adoption.
- Processes invoices for payment.
- Maintains records of all expenditure and revenue.
- Provides written monthly financial reports to the Board.
- Prepares the annual financial report at the end of each year.
- Tracks investments and makes recommendations to Board.
- Tracks attendance numbers for annual report.
- Reviews, tracks, and verifies national scholarship account.
- Completes tax form IRS 990 annually and submits to WTS International by required date.
- Reconciles the credit card statement with the other monthly reports.
- Coordinates insurance recommendations and policies.
- Track and deposit money received from donors, corporate sponsors and industry partners.

Secretary

- Oversees Chapter correspondence in conjunction with the President.
- Signs any deeds, mortgages, bonds, contracts per the Bylaws
- Prepares Board meeting minutes within one week following meetings and maintains the record for term of office and archives.
- Maintains list of members with the Membership Director.
- Sends Chapter Quarterly Reports, information and news to WTS International.
- Liaison to the Director of Communications and assists with the Chapter website.
- Keeps records from past programs, events, and other committee activities.
- Reconciles WTS membership records with Chapter records.
- Maintains and shares updates with Board and WTS International, an archive of the Chapter's Board Roster, Chapter Bylaws, and Chapter Protocols.
- Maintains the Chapter Websites and Document Organization.

Immediate Past President

- Offers support and advice to President and Board as needed.
- Chairs the Nominating and Selection Committees.
- Attends Board meetings and participate at International Board level if desired.
- Participates in fundraising and contacts with local sponsors.
- Reviews the Chapter Protocols and Guidelines and the Chapter Bylaws.
- Coordinates scholarship activities as needed.

Board of Directors: Directors-At-Large

Directors-At-Large: Liaisons to Advisory Council, College Outreach, Communications, Corporate Partners & Agency Affiliates, Membership, Mentoring, and Transportation YOU Committees

- Promote the mission of the Chapter and ensure a strategic planning process is in place that will lead to fulfilling the mission.
- Operate responsibly as stewards of the Chapter.
- Adopt annually a fiscally sound and prudent operating and capital budget for their committee.
- Conduct purposeful board meetings.
- Strive to develop and maintain effective and mutually collaborative working relationships among directors.
- Use effective problem-solving techniques.
- Encourage committee chairs and vice chairs to participate in chapter discussions.
- Ensure adequate resources are allocated to support the strategic plan goals.
- Enhance the Chapter's public standing and image.
- Ensure legal and ethical integrity and maintain accountability.
- Participate in all board and appropriate committee meetings and functions.
- Be informed about the organization's mission, services, policies and programs.
- Review agenda and provide supporting materials prior to board and committee meetings.
- Engage in deliberation in a principled manner that encourages vigorous exploration of ideas, possible resolutions, and consensus building.
- Stay current on industry developments that could have a potential impact on the Chapter.
- Follow policies related to ethics, conflict of interest and confidentiality.
- Assist the board in carrying out its fiduciary responsibilities.

Election Timeline

An election timeline for a Board of Directors typically begins with a call for nominations, where eligible members are invited to submit applications or chapter members can nominate candidates for open board positions.

This is followed by a nomination review period, during which a designated committee verifies candidate eligibility and finalizes the slate. Once candidates are confirmed, the official ballot is prepared and shared with voting members.

Voting then opens for a specified period, conducted electronically to ensure broad participation. After the voting window closes, results are tallied and certified by an impartial party or election committee. Newly elected board members are then announced and formally installed during the next board meeting or at the chapter annual event.

This structured timeline helps ensure a transparent, fair, and organized election process.

Officer Terms, Election Month, and Month to Start Election Process

Members of the Chapter Board of Directors will begin January 1, 2027 and end December 31, 2028. The Board will hold a two-year term. WTS International requires that all chapter leader rosters are submitted within a month of election certification.

Per our Bylaws: The election will be conducted by electronic media in a manner determined by the Chapter Board of Directors. Any member in good standing with the Corporation shall be eligible to hold office. The person holding the position of Vice President shall, unless the individual declines the nomination, automatically become the candidate for President on the ballot. The ballot or accompanying materials will contain a vetted slate of candidates, instructions for voting, the date on which voting shall begin and end, and information regarding each candidate on the ballot seeking election. Candidates on the ballot receiving a majority of the votes cast for the position will be elected. In the event of a tie for any position due to write-in candidates, a run-off election between the tied candidates will be held to determine the election for that office. Each Board member shall be a WTS member in good standing and shall hold office until a successor has been duly elected and qualified.

Election Process

A well-defined schedule of events for a Board of Directors election is essential to ensure a fair, transparent, and efficient leadership transition.

All members applying or nominated for a Board position must be a member in good standing with WTS International. WTS International asks chapters to submit candidates prior to the start of the election so that membership good standing can be confirmed.

General Description

Nominations Period: Nominating Committee is formed with support of the President and Past President. Members submit completed nomination forms and any required supporting documents via electronic media.

Review, Vetting, and Interviewing: The Nominating Committee reviews submissions and conducts interviews as needed to confirm eligibility and finalize the official slate. Confirm good standing with WTS International before finalizing the Board slate.

Voting Period: Voting opens, typically via secure electronic ballot, and remains open for a set period such as two weeks to allow ample participation.

Vote Tabulation and Certification: Votes are counted and results certified by the Nominating Committee.

Announcement of Results: Election results are communicated to chapter members, and incoming Board members are formally introduced.

Transition and Onboarding: Outgoing and incoming board members complete knowledge transfer, new members receive onboarding, and election results are submitted to WTS International to ensure timely roster and system access updates.

Officer Transitions

Officer transitions should span at least one month, if not longer, to ensure a smooth and effective handover of responsibilities. A well-planned transition supports chapter continuity and helps incoming officers gain essential knowledge, understand chapter operations, and build on previous successes.

Reference: WTS International Elections Manual | Last Updated: Tuesday, March 03, 2026