# BOARD OF DIRECTORS POSITION DESCRIPTIONS

The Board of Directors leads the chapter in advancing WTS's mission to attract, sustain, connect, and advance women's careers to strengthen the transportation industry. Through regular Board meetings and strategic leadership, Board members provide governance and oversight, uphold the chapter's bylaws and policies, support chapter programs and initiatives, foster membership growth and engagement, develop future leaders, and act in the chapter's best interests.

The WTS Tampa Bay membership elects the Officers and Directors-at-Large, who are expected to maintain active WTS membership and fulfill the responsibilities of their elected positions in accordance with the chapter's bylaws. Additional responsibilities for each position are provided below.

## OFFICERS

### President

- Provides leadership and strategic direction for the chapter in partnership with the Board of Directors.
- Presides over Board and membership meetings and may appoint committee chairs with the approval of the Board of Directors.
- Develops Board meeting agendas and facilitates discussion, decision-making, and follow-through on Board actions.
- Collaborates with Officers, Directors-at-Large, and committee chairs to advance chapter goals and initiatives.
- Works with the Treasurer and Board of Directors to develop and monitor the chapter's annual budget and financial priorities.
- Serves as the primary liaison between the chapter and WTS International.
- Leads the chapter's strategic planning and leadership transition activities.
- Has signature authority on behalf of the chapter, subject to Board approval.
- Previous service on the WTS Board of Directors is required for this position.

### Vice President

- Assumes the President's duties and responsibilities in the President's absence.
- Assists the President in the management of chapter operations and strategic initiatives.
- Performs duties assigned by the President or Board of Directors.
- Coordinates required reports and submissions to WTS International with the Secretary.
- Oversees preparation of the chapter's annual report in coordination with the Secretary, Treasurer, Directors-at-Large, and committee chairs.
- Attends and votes at Board Meetings
- Previous service on the WTS Board of Directors is recommended for this position.

**Secretary**

- Maintains the chapter's corporate records, including Board meeting minutes, bylaws, policies, resolutions, and other official governance documents.
- Distributes meeting notices, agendas, minutes, and action items to the Board of Directors.
- Tracks Board actions and maintains current rosters of Board members and committee chairs.
- Monitors the chapter's post office box and email accounts.
- Oversees chapter communications, including the newsletter, social media channels, and website, in coordination with the Communications Committee Chair.
- Coordinates the retention, transfer, and archival of chapter records in accordance with chapter policies and document control best practices.
- Supports preparation of required reports and submissions to WTS International.

**Treasurer**

- Maintains custody of the chapter's funds, financial accounts, and financial records.
- Prepares the annual chapter budget for Board review and approval and monitors performance against the approved budget.
- Maintains financial records and prepares monthly and quarterly financial reports for the Board of Directors.
- Reconciles bank and financial accounts and maintains supporting documentation.
- Ensures expenditures are properly authorized and consistent with the approved budget.
- Works with the Fundraising Committee Chair to ensure sponsorship fees are collected, sponsors are recognized, and fundraising events are conducted.
- Provides profit-and-loss reports for chapter programs, events, and fundraising activities.
- Files required corporate and financial documents, including Sunbiz registrations and federal tax returns.
- Coordinates annual insurance renewals with the President.
- Coordinates financial reviews or other oversight processes required by the Board, WTS International, or applicable law.
- Maintains and transfers financial records, account access, and filing information to the incoming Treasurer.

## DIRECTORS-AT-LARGE

Directors-at-Large serve on the Board of Directors and act as liaisons to specific chapter committees. Responsibilities include:

- Attend and vote at Board of Directors meetings.
- Serve as the Board liaison to assigned committees and provide support and guidance as needed.
- Attend committee meetings and communicate relevant information between the Board and committee leadership.

- Provide regular updates on committee activities, accomplishments, and needs at Board meetings.
- Collaborate with committee chairs to establish annual goals and objectives that align with the chapter's strategic priorities.
- Review and approve committee communications, event information, and other materials prior to submission to the Board for approval and chapter distribution.
- Assist committee chairs in developing and managing annual budgets and monitoring expenditures.
- Review committee contributions for inclusion in the chapter's annual report.
- Support chapter initiatives and assist the Board of Directors in achieving annual goals and strategic priorities.

**Director of Membership and Recognition**

- Oversees the Membership, Sponsorship, and Recognition Committees.
- Promotes membership recruitment, retention, engagement, and recognition.
- Encourages participation in WTS International membership, awards, recognition, and leadership development programs.
- Works with committee chairs to develop member recruitment, engagement, networking, and retention opportunities.

**Director of Programs**

- Oversees the Events, Fundraising, and Programs Committees.
- Supports the planning and delivery of chapter programs, events, and fundraising activities.
- Works with committee chairs to develop annual program, event, and fundraising goals that support the chapter's strategic and financial objectives.

**Director of Student Engagement**

- Oversees the Scholarship, Student Chapter, and Transportation YOU Committees.
- Promotes participation in WTS International scholarship programs and Transportation YOU initiatives.
- Supports outreach efforts that engage students and promote transportation-related careers.
- Fosters relationships with student chapters, educational institutions, and emerging transportation professionals.

## IMMEDIATE PAST PRESIDENT

The Immediate Past President:

- Serves as the chapter's representative to the WTS Regional Council.
- Coordinates the nominations and elections process in accordance with the chapter bylaws and applicable WTS requirements and ensures that the process is fair, transparent, and properly documented.
- Advises the President and Board of Directors and provides continuity during leadership transitions.
- Performs other duties assigned by the President or Board of Directors.