

WA-TWS: Executive Board Member Position Descriptions

PRESIDENT SERIES (Elected as VP each year)

- The President Series position serves a 4-yr term overall, progressing each year through the series from Vice President to President Elect, then President, and finally Past President.
 - o The VP shadows the President Elect to learn about building the annual meeting and looking for opportunities for the following year. The VP is also responsible for updating Chapter webpages.
 - o The President Elect chairs the Joint Annual Meeting (JAM) Executive Committee and is responsible for guiding the board, associated JAM committees, and partner organizations through the meeting production cycle.
 - o The President is responsible for managing regular Chapter operations, conducting regular board meetings, and providing direction and support to standing committees.
 - o The Past President attends all board meetings and provides support and guidance to officers serving in the President Series.
- Time commitment is generally minimal (~1-2 hrs/month) during the summer and picks up in fall as annual conference organization begins (~1-4 hrs/month). Greatest demand is in winter directly preceding the conference but the workload is shared between the four officers in the President Series.

TREASURER

- The Treasurer serves a 2-yr term and is responsible for the funds of the Chapter and maintenance of the membership rolls, this position also submits complete financial reports to the last annual Chapter meeting of his/her term of office (brief reports are also provided during quarterly Board Meetings) and provides receipt and disbursement of funds for the Chapter.
- Time commitment is generally minimal (up to 1 hr/month) during the summer and picks up in fall as annual conference organization begins (~1-2 hrs/month). Greatest demand is in winter directly preceding and following the conference as more payments are happening (~1-4 hrs/month).

SECRETARY

- The Secretary serves a 2-yr term and is responsible for the files and records of the Chapter, including assisting the Treasurer with maintenance of the membership rolls. Duties also include recording all meeting minutes, chapter correspondence (sending out newsletters, job announcements, and other notices and info to members), and the issuance of meeting minutes.
- Time commitment is generally low (~1 hr/month) during most of the year but quarterly updates of the membership rolls can take a little more time (~2 hrs/month). Greatest demand is in winter directly preceding and following the conference as more correspondence is occurring (~2-4 hrs/month).

BOARD MEMBER AT LARGE (4)

- Each serves a 2-yr term, two positions transition each year. Board members attend all board meetings and assist with committees and other activities as need or interest allows.
- Time commitment is often minimal but depends on how involved an individual wants to be, generally more time is needed in months preceding the annual conference.