

## Women's Professional Forum Board of Directors Duties

Approved January 1, 2004

Adjusted January 2006

Adjusted February 21, 2008

Adjusted April, 2014

Adjusted January, 2015

### President:

1. Be the Chief Executive Officer
2. Serve as the presiding officer at all annual, regular and special meetings of the membership, and all meetings of the Board of Directors
3. Act as representative of the Corporation to the Public
4. Appoint members to positions specifically provided for in the By-laws (Membership Committee member and Nominating Committee member)
5. Appoint ad hoc committee chairpersons as needed
6. Has the authority to sign checks for the Corporation
7. Be an ex-officio member of all committees
8. Send second notice dues requests based on information provided by the Membership Chairperson.
9. RESPONSIBLE FOR SENDING WPF WEBMASTER UPDATED INFORMATION ON THE NEW BOARD OF DIRECTORS' NAMES AND CONTACT INFORMATION AS SOON AS POSSIBLE AFTER SLATE IS VOTED ON AND CONFIRMED BY THE MEMBERSHIP AT THE DECEMBER BUSINESS MEETING IN ORDER THAT THIS INFORMATION WILL BE AVAILABLE ON OUR WEBSITE BY JANUARY 1 OF EACH YEAR

### President-Elect:

1. Attend monthly WPF Board meetings (January-December)
2. Assist the President and preside in the absence of the President
3. Have general management and reporting responsibility for all committees designated by the Board of Directors in the area of programs and projects such as long range planning, program, major event, etc.
4. Serve as a liaison from the Board to the WPF Foundation
5. Be an ex-officio member of all committees.
6. To audit the quarterly financials from the treasurer.

### First Vice President:

1. Attend monthly WPF Board meetings (January-December)
2. Have general management and reporting responsibility for areas of member relations
3. Appoint committees as needed and serve as ex-officio of any committees that are formed (Member relations could include networking, new member events, and keeping contact with members)
4. Serve as Chair of Holiday Bazaar.

Second Vice President:

1. Attend monthly WPF meetings (January-December)
2. Have general management and reporting responsibility for (and serve as an ex-officio member on all committees designated by the Board of Directors in the areas of communication (These areas could include newsletters, website, photography, and public relations)
3. Serve as committee member on Holiday Bazaar.

Secretary:

1. Attend monthly WPF Board Meetings (January-December)
2. Record and distribute in a timely manner the minutes of all meetings of the Board of Directors and any monthly, annual, or special meetings at which official WPF business is transacted
3. Receive and send out correspondence of the Corporation
4. At the end of her term, add to the Policies and Procedures document any changes that have been made by the Board of Directors during the term of office.

Treasurer:

1. Attend monthly WPF Board Meetings (January-December)
2. Have general management and reporting responsibility for, and be an ex-officio member of all committees designated by the Board of Directors ( This could include finance)
3. Be responsible for the collection and disbursement of all Corporation funds (The Executive Assistant will collect and deposit monies coming into her office including dues, luncheon fees, special events etc., and pass them promptly on to the Treasurer, and the Treasurer will receive a detailed report from the Executive Assistant that will include a copy of the deposit ticket and an itemization of each deposit)
4. Write checks for expenses that are approved by the respective committee chair, either by using a check request form, or by receiving signed receipts (Expenses should be charged against a specific line item in the budget)
5. Be responsible for financial planning of the Corporation
6. Prepare financial statements and budgets at the request of the Board of Directors
  - Present monthly financial statements to the Board of Directors and annual financial statements to the membership by inclusion in the December newsletter
  - Present financial statements in accordance with generally accepted accounting principle and include a statement of financial position and statement activities with budget comparison.
  - Obtain projected budget needs from all committee chairpersons in October
  - Prepare a budget\_ for the November Board meeting and present the budget to the members in January.
7. Have authority to sign checks for the Corporation, reconcile the checkbook monthly, and agree to the cash balance on the financial statements presented to the Board of Directors
8. Be responsible for the maintenance of the current financial records and federal and state tax returns as of the fiscal year end (December 31).

Membership Chair:

1. Attend monthly membership meetings (January-December)

2. Appoint one member to the membership committee
3. Be responsible for maintaining the official membership roll for the Corporation
4. Chair membership Committee meetings
5. Review with the Committee, membership issues and concerns such as recruiting, retention, renewal, diversity, policies and procedures, etc. as necessary
6. Act on requests for change of membership status and update membership rosters (active, supporting, emeritus) with Executive Assistant
7. Have general management responsibility for obtaining the website's personal profile for new members ; IS RESPONSIBLE FOR SENDING WPF WEBMASTER UPDATED INFORMATION ON THE NEW MEMBERSHIP COMMITTEE'S NAMES AND CONTACT INFORMATION AS SOON AS POSSIBLE AFTER THEY ARE VOTED ON AND CONFIRMED BY THE MEMBERSHIP AT THE DECEMBER BUSINESS MEETING IN ORDER THAT THIS INFORMATION WILL BE AVAILABLE ON OUR WEBSITE BY JANUARY 1 OF EACH YEAR); SEND PROFILE INFORMATION TO WEBMASTER OF NEW MEMBERS TWICE A YEAR
8. Manage low attendance by sending letters and personal contact
9. Maintain up-to-date new member applications on website
10. Review applications received, with the Membership Committee, determine if qualifications for membership are met and make selection of the applications for membership subject to approval by the Board of Directors
11. Extend invitations for membership in the Forum
12. Implement New Member Orientation activities and socials
13. Accept and notify Board Members of member resignations and any changes in membership status
14. Announce new members to the organization
15. Prepare and give to the Executive Assistant the initial notification of dues renewal to be sent in January and coordinate second notice distribution with the President at the end of February (use discretion in further follow-up).

Director at Large (2):

1. Attend monthly WPF Board Meetings (January-December)
2. Supervise formation and continuation of Special Interest Groups including monthly contact with Chairs; starting or reinstating formerly active groups, putting members in touch with groups they indicate interest in and presenting Special Interest Groups as a featured item at one luncheon per year
3. Find hostesses and organize invitations and arrangements for Small Group Dinner Meetings in the fall; give hostesses copies of the discussion questions that have been given to you by the Board of Directors and Foundation Board (these questions will be discussed at the dinners); assign a Board Member from each Board to attend a dinner, conduct the discussion questions and report results back to you; summarize results of discussion questions (long range planning) and present to the Board of Directors for further action
4. Organize invitations and arrangements for Summer Social, or other summer social events; these arrangements shall include securing a location/hostess, date for event, and caterer ( if cost exceeds \$1,000, WPF policies & procedures requires three bids over unbudgeted funds)
5. CONTACT MEMBERS AND SCHEDULE FOUR MINUTES, BOTH ORAL AND WRITTEN AS DETERMINED ON OUR WPF YEARLY CALENDAR
6. MAKE ARRANGEMENTS AND SCHEDULE MONTHLY GREETERS (MONTHLY GREETERS SHOULD BE REMINDED A WEEK IN ADVANCE OF THEIR DESIGNATED MEETING, AND NEW

MEMBER GREETERS SHOULD BE REMINDED OF THEIR RESPONSIBILITY FOR TABLE DECORATIONS).

Past President:

1. Attend monthly WPF Board Meetings (January-December)
2. Appoint one member to the Nominating Committee as does the President
3. Serve as Chair of the Nominating Committee (setting the initial meeting by the end of August, and although some business may be conducted via email, there shall be at least one physical meeting of the committee)
4. Prepare and supervise the distribution of preference sheets
5. When nominees are selected, send a letter informing them of specific and general responsibilities, and receive their signed Statements of Understanding
6. Introduce nominees in the November Newsletter and call for nominations from the floor or through email by a prescribed date (If there are additional nominees, receive their signed Statements of Understanding)
7. Formally present the complete slate at the December meeting; solicit motion for approval of the entire slate if no additional nominees have been presented ( Be prepared with written ballots and tellers to count if there are contested positions)
8. Serve as liaison to the Executive Assistant.