

## **WPF Board of Directors Duties**

*Updated & Revised January 2018*

WPF Officers: President, President-Elect, First Vice President, Second Vice President, Secretary and Treasurer.

Members of the Board: Officers along with the immediate Past President, two Directors at Large, Membership Committee Chairperson, Programs Chairperson and President of WPF Foundation shall comprise the Board of Directors. *(12 total)*

A quorum consist of a majority of members of the Board; assent of majority required to carry a motion. Board is made up of 12 members; 7 board members present to carry a motion.

### ***Officers of the Board***

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#### **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 Bylaws
  - Membership Committee member
  - Nominating Committee member
  - Programs Committee member
5. Appoint standing committee chairpersons
6. Appoint ad hoc committee chairpersons as needed
7. Has the authority to sign checks for the Corporation
8. Be an ex-officio member of all committees
9. Submit monthly letter from the President for newsletter
10. Submit information for Officers and Board Members to webmaster immediately after December business meeting for website updates by January 1

#### **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 responsibility for all committees designated by the Board of Directors in the areas of programs and projects (long-range planning, major events, etc.)
4. Be an ex-officio member of all committees
5. Audit quarterly financials from the Treasurer

#### **First Vice President**

1. Attend monthly WPF Board Meetings (January – December)
2. Have general and reporting responsibility for areas of member relations (member relations may include networking, new member events, and keeping contact with members)
3. Serve as ex officio member of all committees as designated by Board of Directors
4. Serve as Chair of Holiday Bazaar

## Second Vice President

1. Attend monthly WPF Board Meetings (January – December)
2. Have general management and reporting responsibility for areas of communication (communications may include newsletter, website, photography, and public relations)
3. Supervise formation and continuation of Special Interest Groups (SIG) including:
  - Monthly contact with SIG chairs and submission of current events listing for website and newsletter publication
  - Starting or re-instating formerly active groups
  - Putting members in touch with groups in which they've indicated an interest
  - Presenting SIGs as a featured item at one luncheon per year
4. Serve as ex-officio member of all committees as designated by Board of Directors
5. Serve as committee member of Holiday Bazaar

## Secretary

1. Attend monthly WPF Board Meetings (January – December)
2. Work in partnership with Administrative Assistant to review and distribute minutes of all meetings of the Board of Directors and any monthly, annual or special meetings at which official WPF business is transacted
3. Work in partnership with Administrative Assistant to send out correspondence of the Corporation
4. At the end of term, document any changes made by the Board of Directors, during term of office, to: the Policies, Procedures and Guidelines; Directors Duties; and any other Board documents
5. Responsible for overseeing the maintenance and best practices of the official membership roll of the Corporation

## 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 in the area of finance
3. In partnership with Administrative Assistant, oversee the collection and disbursement of all Corporation funds
4. Make disbursements for expenses that are approved by the respective committee Chair, either by using a 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 at monthly board meetings
  - Provide year-end financial statements to membership in January member newsletter
  - Present financial statements in accordance with generally accepted accounting principles and include a statement of financial position and activities with budget comparison
  - Obtain projected budget needs from all committee Chairs in October
  - Prepare budget for review at November Board meeting
  - Present budget to members in January
7. Have the authority to sign checks for the Corporation, reconcile checkbook monthly to cash balance on financial statements presented to the Board of Directors
8. Be responsible for maintenance of current financial records and federal/state tax returns as of fiscal year end (December 31)

## ***Members of the Board***

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### Immediate Past President

1. Attend monthly WPF Board meetings (January – December)
2. Serve as Chair of the Nominating Committee
3. Appoint one member to the Nominating Committee
4. Schedule Nominating Committee meeting in August
5. Inform nominees of specific and general responsibilities for selected positions
6. Introduce Nominees in November newsletter
7. At November meeting, call for nominees from the floor or via email by November 30
8. Present slate of nominees at December meeting and solicit motion for approval of entire slate if no additional nominees have been presented
9. Serve as liaison to the Administrative Assistant

### Directors at Large

1. Attend WPF Board Meetings (January – December)
2. Manage annual Small Group Dinners September – October
  - Coordinate hostesses and member guest list for each
  - Provide WPF and WFFF Board questions to host
  - Assign WPF and WFFF Board member to attend each dinner to conduct discussion questions and report feedback
  - Summarize feedback from discussion questions & present to Board at January Board meeting
3. Manage Summer Social by securing a location, hostesses, date for event, caterer, and invitations within allowed budget
4. Manage 4-minute Specials for the year, securing members to provide either written or oral four-minute specials
5. Manage monthly meeting greeters by securing two greeters each month and sending reminders in advance of monthly luncheon

### Membership Chair

1. Attend WPF Board Meetings (January – December)
2. Chair Membership Committee meetings; meet as necessary to review member applications
3. Appoint one member to the Membership Committee
4. Partner with Administrative Assistant to maintain official membership database for the Corporation, including:
  - Submission of new member information and photos for updates to membership database
  - Submit changes of membership status to update membership database
  - Submit official membership roll to Administrative Assistant and Secretary for review
5. With Committee, review recruiting, retention, renewal, diversity, policies and procedures, etc., as necessary
6. Act on requests for resignations or changes of membership status and notify Board of all changes
7. Correspond with members concerning low attendance
8. Maintain current New Member Application on website
9. With Committee, review applications for membership and if qualified, submit applicants to Board of Directors for approval
10. Extend invitations for membership into WPF
11. Manage and facilitate New Member Orientations and Socials including securing location, hostess, date, caterer, and invitations, within allowed budget
12. Announce new members to the Corporation at March and September monthly meetings

13. Oversee annual dues notices to be sent Administrative Assistant in January and coordinate second notices with President at the end of February

#### Programs Committee Chair

1. Attend WPF Board Meetings (January – December)
2. Appoint one member to the Programs Committee
3. Chair Programs Committee; at a minimum, hold quarterly Programs Committee meetings
4. With Committee, recruit and secure speakers for monthly lunch meetings (typically January, February, April, June, July, August, and October) who address issues affecting, impacting and of interest to professional women
5. Welcome and host speakers during monthly luncheons
6. Assign members to introduce guest speakers

#### WPF Foundation President

1. Attend WPF Board Meetings (January – December)
2. Serve as liaison from the Board to the WPF Foundation
3. Report on activities, grants, and initiatives of the Foundation at monthly Board meetings
4. Provide monthly Foundation article for newsletter
5. Facilitate May monthly meeting to conduct Foundation Annual Meeting
6. Provide slate of board members for election for inclusion in November newsletter
7. Present slate of nominees at December meeting and solicit motion for approval of entire slate
8. Serve on Holiday Bazaar Committee or appoint one Bazaar committee member

#### Administrative Assistant... contract position, not a voting member of Board

1. Report to and assist the President, as needed
2. Work in partnership with Secretary to prepare, review and distribute minutes of all meetings of the Board of Directors and any monthly, annual or special meetings at which official WPF business is transacted
3. In partnership with Treasurer, collect and deposit Corporation funds including luncheon annual dues, luncheon fees, special events, etc., and provide Treasurer with detailed report that includes a copy of the deposit ticket and itemization (name, amount, check #)
4. Partner with Membership Chair to maintain official membership database for the Corporation, including addition of new members and updating membership status of existing or resigned members as well as Business Category, joining date, and sponsor names
5. Partner with Membership Chair to send annual dues notices in January and coordinate second notices with President and Membership Chair at the end of February
6. Fulfill duties as outlined in Administrative Assistant Duties and Responsibilities including, but not limited to:
  - Keep accurate membership data
  - Update online events calendar and posts on WPF website
  - Manage WPF Newsletter
  - Manage Monthly Luncheon arrangements
  - Collect and deposit membership dues and luncheon fees
  - Attend monthly Board meetings and take minutes
  - Serve as point of contact for membership
  - Archive WPF materials and board meeting documents on WPF Drop Box
  - Submit preference sheets to members with dues renewal notices on annual basis