

RODWT Executive Board Definition and Responsibility

These officers, along with the recent past president, will make up the chapter Executive Board. The chapter board meets monthly to discuss chapter business and set the agenda for the upcoming general membership meeting. This is a summary of possible duties; the Chapter Bylaws and/or Policies may include additional information.

President

1. She is the leader of the Chapter who serves as the voice & general point of contact for the Chapter as well as representing the chapter in the community.
2. She is also the liaison for communication between the Chapter and District Manager
3. Attends as many area, district and state conferences as possible.
4. Presides over all board and general meetings (the board should assist on finalizing agendas).
5. Oversees other officer positions as well as standing and project committees, assisting if and when necessary.
6. Assists with training of other Chapter Board Members
7. May also assist the Success Coordinator with reports and evaluations.
8. Oversees Code of Conduct policies and grievances
9. Submits a year-end and/or mid-year evaluation.
10. Compiles and updates the Chapter Member Handbook
11. Orders name badges
12. Completes applicable monthly reports
13. May attend LOTS training

Secretary

1. Plan monthly meetings under the direction of the President. Send out notice of the meetings to all members in advance. Along with the meeting notice include an agenda, minutes of the last meeting and any handouts that will be discussed during the meetings.
2. Sets meetings agendas and communicates agenda and meeting material with Board and members.
3. Takes official minutes of all meetings, transcribing and presenting to members for approval.
4. Reads the orders of the day at each meeting.
5. Establishes if there is a quorum at the meeting.
6. Send timely reminders to any meeting participants who were assigned tasks
7. Completes applicable monthly reports
8. May attend LOTS training

Treasurer

1. With assistance from other board members, prepares the annual budget, presenting to the chapter for approval.
2. With assistance from the Membership VP - Collects renewal dues
3. Keeps track of chapter finances.
4. Informs members of the project amounts budgeted and used for various activities
5. Provides reimbursement for approved member expenses
6. Manages the checkbook and reports the financial status of the chapter at meetings.
7. Assists with the annual audit
8. Completes applicable monthly reports
9. May attend LOTS training

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Membership Vice President

1. Oversees all membership responsibilities to include:
 - a. tracking of renewals
 - b. installation of new members
 - c. orientation of new members
 - d. renewal ceremonies
2. Maintains and farms from PNM (potential new members) lists
3. Maintains the Member Roster
4. Scheduling and planning meet and greet (also part of the Membership Committee)
5. Scheduling and planning member socials (also part of the Membership Committee)
6. Utilize Facebook, local papers & other media to share Women of Today events. (also part of the Website and Social Media Committee)
7. Oversees STEP Certification (if applicable)
8. Completes applicable monthly reports
9. May attend LOTS training

Internal Programming Vice President

1. Recruits members to take ILPM (Internal Local Program Manager) positions.
 - a. Living and Learning
 - b. Public Relations
 - c. Records and Recognitions, Including the SUCCESS Program
 - d. Ways and Means
2. Helps to orientate the LPMs.
3. Communicates with LPMs of report deadlines and other WOT news as needed.
4. Encourages and assists LPMs if and when necessary.
5. Assists in creating activities and reporting in the areas that do not have an LPM.
6. Oversees the Newsletter and provides content if needed.
7. Tracks all volunteer hours for the Chapter and is responsible for reporting hours to the State PVP
8. Completes applicable monthly reports
9. May attend LOTS training

External Programming Vice President

1. Recruits members to take ELPM (External Local Program Manager) positions.
 - a. Community Connections - i.e. Pride in our Parks, Chalk the Walk etc.
 - b. Women's Wellness programs
 - c. Youth of Today programs
 - d. State Priority Area
2. Helps to orientate the LPMs.
3. Communicates with LPMs of report deadlines and other WOT news as needed.
4. Encourages and assists LPMs if and when necessary.
5. Assists in creating activities and reporting in the areas that do not have an LPM.
6. Completes applicable monthly reports
7. May attend LOTS training

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Parliamentarian:

1. Chairs the annual election and voting process for Directors for the Chapter
2. Recruits for and oversees the Nominations and Elections Committee (NEC)
3. Chairs the committee for the Bylaws and Policy Review Committee.
4. Recruits for and oversees the Bylaws and Policy Review Committee (BPRC)
5. Reports amended Articles of Incorporation, Bylaws and Policies to the State Parliamentarian.
6. Completes monthly reports

* Parliamentarians are expected to be experts in meeting procedures and such books as Robert's Rules of Order Newly Revised as well as the rules of the organization they are working for. If the parliamentarian position is filled by the former President - she should not be making motions, speaking in debate, or voting.

State Delegate

1. The official liaison between the chapter and the district and state organization.
2. Should attend as many district and state meetings as possible.
3. Responsible for RSVPing for district, state, and area meetings.
4. Organizes and facilitates the registration of members for various trainings and meetings.
5. Reports to chapter about the highlights of convention and other meetings after attending.
6. May also submit a year-end and/or mid-year evaluation.
7. Completes monthly reports