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 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:** (\* if the Parliamentarian seat is vacant president may take this duty)

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. Presides over all board and general meetings (the board should assist on finalizing agendas).
4. Oversees other officer positions as well as standing and project committees, assisting if and when necessary.
5. Attends as many area, district and state conferences as possible.
6. May also assist in the completion of Success each trimester and submit a year- end and/or mid-year evaluation.
7. Completes monthly reports
8. Assists with training of other chapter Board Members
9. Compiles and updates the chapter handbook
10. May attend LOTS training

# Membership Vice President (MVP):

1. Oversees all membership responsibilities to include:
   1. tracking renewals
   2. ordering name badges for new members
   3. installation of new members
   4. orientation of new members
   5. renewal ceremonies
2. Maintains and farms from PNM (potential new members) lists
3. Scheduling and planning meet and greet (also part of the Membership Committee)
4. Scheduling and planning member socials (also part of the Membership Committee)
5. Utilize Facebook, local papers & other media to share Women of Today events. (also part of the Website and Social Media Committee)
6. May attend LOTS training

**Programming Vice President (PVP):**

1. Helps to recruit members to take LPM positions.
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 Newslet and provides content if needed.
7. Tracks all volunteer hours for the Chapter and is responsible for reporting hours to the State PVP.
8. May attend LOTS training

# Treasurer:

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

# Secretary:

1. Plan monthly meetings under the direction of the President. Send out notice of the meetings to all members 5-7 days in advance. Along with the meeting notice include an agenda, minutes of the last meeting and any handouts that will be discussed during the meeting.

1. Sets meetings agendas and communicates agenda and meeting material with Board and members.
2. Takes official minutes of all meetings, transcribing and presenting to members for approval.
3. Chairs the annual election and voting process for Directors for the Chapter
4. Send timely reminders to any meeting participants who were assigned tasks
5. May also serve as the official contact with the PALS\* chapter, presenting the program to the chapter to decide whether or not to participate.
6. May attend LOTS training
7. Reads the orders of the day at each meeting.
8. Establishes if there is a quorum at the meeting.

**Parliamentarian:** (if vacant, the secretary may handle the first 3 duties with president taking the 4th.)

1. Assists in the annual election and voting process.
2. Chairs the committee for the Bylaws and Policy reviews.
3. Reports amended Articles of Incorporation, Bylaws and Policies to the State Parliamentarian.
4. **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 body they are working for In other words, the **parliamentarian, if position is filled by former President** should not be making motions, speaking in debate, or **voting**.

**State Delegate:** (if vacant president may take these duties)

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. Organizes and facilitates the registration of members for various trainings and meetings.
4. Responsible for RSVPing for district, state, and area 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.