



Chapter Officers and Committee Directors 2017-2018 Position Descriptions

ELECTIONS COMING SOON

Nominations for the 2017-2018 Greater Ohio Valley Women in Defense (WID) Officers and Board of Directors will be advertised soon for the positions of President, Vice President, Secretary, Treasurer, Membership Director, Programming Director and Communications Director.

The WID Election Committee will arrange for the membership to vote electronically July 1-15, 2017. The newly selected Officers and Board of Directors will be introduced and installed at the August 24, 2017 WID event and will take over their newly elected positions on October 1, 2017.

ELIGIBILITY:

Officers and Directors MUST be registered members of the Greater Ohio Valley Chapter of WID, shall serve a one-year term, and are eligible to be elected for a subsequent second and third one-year term. No one will serve more than three consecutive one-year elected terms in any one position.

Each term begins 1 October and ends 30 September. No officer will serve concurrently in multiple positions.

GUIDELINES FOR NOMINATION:

Anyone may submit a nomination. Please provide nominations via email to elections@greaterohiovalleywid.com. Also ensure the person you are nominating is aware of the nomination. They will be asked to formally “accept” the nomination.

All nominations must be received by NOON, FRIDAY 16 JUNE 2017.

President

- Schedules and chairs BoD meetings
- Schedules and chairs WID Chapter meetings and special meetings as needed
- Ensures compliance with the bylaws
- Responsible for chapter financial performance
- Principal point of contact between Chapter and its members, NDIA/WID leadership, and the public at large
- Resolves chapter conflicts
- Appoints the special committees as needed, to include, in coordination with the BoD, additional standing committees when necessary
- Establishes committee reporting procedures



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- Recognizes new members, corporate sponsors and guests attending each meeting.
- Ensures that accurate written accounts of the meeting highlights, along with photographs, are forwarded promptly to Headquarters for publication in the Chapter News
- Asks for periodic and comprehensive reports of committee activities
- Ensures the Chapter Annual Report is provided to Headquarters by the due date

Vice President

- Chairs BoD meetings, WID chapter meetings and special meetings as needed when the President is unavailable
- Oversees the functioning and reporting of all committees by directly coordinating with the committee chairs
- Participates actively in publicizing Greater Ohio Valley WID to organizations and individuals
- Participates as the Greater Ohio Valley WID representative at local NDIA functions along with the chapter President and senior advisors

Secretary

- Keeps the minutes of the meetings of the members of the Board of Directors
- Coordinates with the Staff Director for WID
- Performs duties assigned by the President or by the Board of Directors
- Ensures meetings are conducted in accordance with Roberts Rules of Order
- Serves as Sergeant-at-Arms at BoD and Special Meetings
- Delivers records to his/her successor at the end of the term
- Manages actions items of the BoD until completion
- Consolidates and completes annual reports due to National each year on time

Treasurer

- Receives all monies and deposits such monies in the bank that is determined by the BoD
- Pays the Chapters obligations as authorized by the BoD
- Maintains records of Chapter financial expenditures and obligations
- Prepares and submits monthly and quarterly financial statements to the BoD
- Prepares all necessary audit records as required by the National WID Organization
- Oversees scholarship committee and the development and disbursement of scholarships in coordination BOD
- Delivers, in a timely manner, all records to his/her successor



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Membership Director

- Plan all aspects of membership management and execution
- Plan and execute membership events
- Maintain membership data
- Participate in the Chapter Board of Directors
- Maintain the recruiting and membership information in the Chapter Handbook and Chapter Bylaws
- Select and direct Membership Committee members
- Establish and monitor progress toward recruiting goals
- Coordinate and implement membership events
- Install a Welcoming Committee/Individual to contact new members
- Collaborate with past and follow-one Communication Directors
- Communicate with those whose memberships have expired or will soon expire
- Coordinate with WID National to gain assistance with local membership issues
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Conduct calls for recruiting volunteers
- Provide or delegate on-site assistance during recruiting events
- Work with Programming director to incorporate recruiting in events
- Develop new and unique ways to improve operations of the organization and to create new opportunities

Programming Director

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Consider the annual budget and operating plan when planning events
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services



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- Attend board and chapter meetings
- Investigate and propose partnering educational opportunities with other organizations
- Develop programs for the year to enhance the personal and professional development and networking opportunities of Chapter members
- Provide on-site assistance during programs
- Work with other officers to promote events
- Ensure programs focus on professional development
- Coordinate with National organizations (NDIA/WID) when inviting significant speakers from federal agency or speakers or participations from outside Chapter geography; do not compete with National WID or NDIA National programs
- Collaborate with Treasurer for Chapter financial reporting requirements

Communications Director

- Works closely with President, Membership Director, and Programs Director
- Responsible for the timely and accurate capture, dissemination and retention of chapter information
- Responsible for advancing the Greater Ohio Valley Chapter and WID "brand" awareness
- Responsible for the publicity of the chapter and events, duties of a historian, and Web Master
 - Event Advertising and Invitations
 - Email Distribution List Maintenance
 - Welcome Information
 - Social Media Page Updates and Account Maintenance (Facebook and LinkedIn)
 - NDIA Chapter Website
 - Sponsorship Exposure
 - Event Photography
 - News Articles and Publicity Coverage
 - Public Calendars

Scholarship Director

The Scholarship Committee awards scholarships to deserving students pursuing Science, Technology, Engineering and Mathematics Degrees. The Scholarship Director is the Committee Leader fulfilling the following duties:

- Developing new or proposing revisions to eligibility criteria
- Responsible for Accuracy of the Scholarship Application
- Assists with articles and other publications to enhance public awareness of our Chapter STEM Scholarship Program



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- Maintains local education email list
- Creates or modifies scholarship evaluation form
- Creates a milestone schedule of events (application open, application end, evaluation meeting, award notice, etc.)
- Chair evaluation consensus meeting to choose awardees
- Provides award notification to scholarship winners
- Works closely with President, Communications Director, Finance Director, Programs Director, and Board of Directors
- Provides lessons learned and proposed changes to the Board of Directors