

## **PRESIDENT :**

National Handbook Document can be found here.

- Lead the Chapter in staying **true to the core purpose** of NAWIC.
- Lead the Chapter by bringing value to members through educational programs, speakers and networking events that build knowledge and skill in the industry.
- Every leadership opportunity in NAWIC will build skills needed to move up the professional career ladder.
- Preside at all meetings and serve as Chairwoman of the Board of Directors.
- Appoint members to all Standing and Special Committees (with exception of Nomination Committee).
- One of three officers authorized to countersign all checks.
- Timely manner preparing and filing necessary documents to protect Chapter's non-profit status for the fiscal year in which she serves.
- Effective Chairwoman at all meetings will require advance preparation of meeting agendas and scripts.
- Knowledge of NAWIC's Operations Manual with:
  - Bylaws
  - Standing Rules
  - Policies and Procedures
- Effective communicator with your:
  - Chapter Members
  - Board Members
  - Committee Chairs AND
  - Regional Director

## **PRESIDENT-ELECT :**

- Shall perform the duties of the President in her absence and to the office of President if that office becomes vacant.
- Final step in the leadership ladder for the office of President, utilize the year to plan for your term as President.
- Attend all meetings of the Chapter Board of Directors
- Acquaint herself with the duties of the President.
- Shall perform such other duties as assigned to her by the President or the Board of Directors.
- Does not serve as a member of the Nominating Committee.

## **VICE PRESIDENT :**

- Shall perform the duties of the President-elect in her absence and to the office of President-elect if that office becomes vacant.

- Shall perform such other duties as assigned to her by the President, President-elect or the Board of Directors.

## **SECRETARY :**

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- Responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and the Board of Directors.
- The Secretary will take accurate record of the business conducted, prepare the minutes, send them to the Chapter President (and audit committee if stated in chapter policy) for review.
- Reviewed and audited minutes are approved at the next Board or Membership meeting as applicable.
- Shall be responsible for all correspondence of the Chapter.

## **TREASURER:**

National Handbook document can be found here.

- Shall be the custodian of all funds...
- One of three officers authorized to countersign all checks
- Pay bills authorized by the Board of Directors
- Keep an itemized account of receipts and disbursements
- Present a written report at business meetings of the Chapter and the Board of Directors
- Deliver audited records to her successor within thirty (30) days following expiration of her term.
- Shall be a member of the Finance Committee

## **DIRECTOR :**

- A minimum of two (2) Directors serve on each Chapter Board.
- Directors shall exercise general supervision and control over the business of the Chapter.
- Designate a depository for all Chapter funds and designate the third Officer authorized to countersign checks for withdrawal of funds from such depositories.
- Authorize payments for Chapter expenses incurred on approved budget items.
- Adopt the annual budget of the Chapter.
- Fill by ballot any vacancies occurring on the Board of Directors with the exception of the President and President-Elect. A vacancy in the office of Immediate Past President is not filled.
- Be authorized to create special committees.
- Shall present recommendations for action at regular Chapter meetings.
- Transact all other business of the Chapter not otherwise provided for.