



EXAMPLE WAI CHAPTER EXPECTATIONS OF BOARD MEMBERS & LEADERS

Chapter Board members and leaders are the small group of WAI members who have agreed to step-up and get the business of the Chapter done. Work flow will ebb and flow, depending upon the activity of the chapter, the time of year, and other requirements of the chapter.

Each chapter runs their executive board just a little bit differently, and responsibilities may be allocated however the chapter determines. While still complying with the requirements outlined in your chapter bylaws for your executive board, you may use the following broad responsibilities to help guide your division of officer roles:

Officer Positions Required by WAI:

President:

Coordinates the work of the board as a whole and ensures that duties are being fulfilled. Some chapters have the President send communication to all members of the chapter regarding important chapter business not covered by other board members. Sets the annual board member meeting calendar.

Vice President:

Performs any presidential duties if the president is unable. Makes updates to bylaws and calls for a vote on any bylaw changes. Some chapters also have the VP serve as the chairperson for the Girls in Aviation Day Committee.

Treasurer:

Is responsible for keeping financial records for the chapter, and keep all bank records. Must also file federal 990N and state franchise taxes annually. Collects annual dues from each member and coordinates with the membership chair to maintain a current chapter roster. Oversees the budget for the Girls in Aviation Day Committee and supports all chapter fundraising activity.

Secretary:

Keeps detailed meeting minutes at every executive board AND membership meetings. Has meeting minutes available to anyone that requests them within a specified timeframe. Assists with chapter communications as identified by the Board

Membership Chair:

Chairs the Standing Membership Committee. Maintains a current membership roster for the chapter, coordinates with WAI. Works with the treasurer to maintain a current dues-paid record. Communicates with chapter members when their membership is due for renewal (both for the chapter and WAI).



Outreach Chair:

Chairs the Standing Outreach Committee. Coordinates chapter community service projects for members to participate in each year. Coordinates communications about community service project.

Other Leadership Positions that May Be Useful (but are not Required by WAI):

Assistant Secretary:

Fulfills secretarial duties when the secretary is unable. The secretary must delegate this responsibility to the assistant secretary no less than 72 hours in advance of the meeting.

Program Chair:

Provides chapter with bimonthly activities related to aviation. Coordinates all details regarding tours and activities with appropriate contacts. Submits program proposal (including proposed dates) to board at December board meeting for following year. Sends program proposal to membership no later than January 15th of each year. Sends reminders to membership 1.5 weeks prior to bimonthly event and 1 day prior to bimonthly event. Coordinates with Social Media Chair and Webmaster to create social media campaigns geared towards reaching membership prior to events.

Fundraising Chair:

Compiles annual sponsorship forms to distribute to potential local and national sponsors. Serves as chairperson for fundraising committee. Communicates at least quarterly with membership on current fundraising initiatives. Updates board bimonthly on fundraising goals and milestones met.

Webmaster:

Produces and maintains the chapter's website. Updates website bimonthly with important chapter events, fundraising initiatives and pertinent aviation related topics interesting to members. Communicates with appropriate board members to keep information on the website up to date and interesting for members.

Social Media Chair:

Maintains communication with chapter members through all social media platforms the chapter utilizes. Facebook, Twitter, Instagram & LinkedIn should be updated at least biweekly or more if necessary. Works with Membership Chair and Program chair to deliver important meeting and program information via social media platforms prior to events.

Girls in Aviation Day Chair:

Serves as the leader for the Girls in Aviation Day event, coordinating planning, promotions, member involvement, program, fundraising and more. In some chapters, the Vice President serves as the GIAD Chair.