



Women in Leisure Services - Chi Kappa Rho, Inc.

“The Professional Connection for Women”

www.wils-gamma.com

BOARD OF DIRECTORS 2020-2021 Nomination Information

The current Board of Directors is seeking energetic women in the field of Recreation and Leisure Services to serve on the 2020-2021 Gamma Chapter Board of Directors. This is a great opportunity to gain leadership experience, provide a forum for women to exchange ideas, encourage professional development, stay up to date on current industry trends, and foster lifelong friendships.

A description of each board position is included in this packet.

Available board positions are:

- ❖ President-Elect
2nd year of a 3-year Presidential Series.
- ❖ Vice President
Beginning of 3-Year Presidential Series
- ❖ Secretary
- ❖ Director of Finances
- ❖ Director of Publicity
- ❖ National Delegate
- ❖ Director of Committees (Appointed by President)

Those wishing to run for a Gamma position should complete the Candidate Information form and submit by **Friday, March 6 at 5:00pm** to:

Ashley Wysocki
WILS Gamma National Delegate 2019-2020
Ashley.Wysocki@cityofrc.us

City of Rancho Cucamonga
10500 Civic Center Dr. PO#807
Rancho Cucamonga, CA 91729



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Gamma Chapter
CANDIDATE NOMINATION FORM
BOARD OF DIRECTORS

**2020-
2021**

Personal Information:

Name: _____

Agency Name: _____ Title: _____

Email Address: _____ Phone Number: _____

Board Position Nomination: _____

Leadership Experience:

Involvement with WILS: _____

Previous Board Positions held and year: _____

Candidate Statement: _____

If nominating a candidate:

Nominees Name: _____ Agency: _____

Email: _____ Phone #: _____

Board position interested in nominating for: _____

Nominators Name: _____ Nominators email: _____

***All nominations must be submitted by 5:00pm on Friday, March 6**



BOARD POSITION DESCRIPTION

OFFICE OF President

FUNCTION

The Presidential series shall be a three-year term beginning with Vice President; ascending to President-elect; and concluding with President.

Serve as chief executive officer of the organization and shall. Preside at all meetings of the organization including the oversight of board functions and actions.

RESPONSIBILITIES

- Attend and preside at all monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
 - The June Board of Directors meeting will be utilized as a transitional meeting, for the purpose of orienting new board members.
 - Consult with Secretary regarding Board of Directors meeting agendas and minutes.
- Coordinate dates with other professional organizations and prepare the yearly organization calendar.
- For meetings other than Board of Directors meetings, coordinate meeting agendas and protocol with the President-elect or Director of Committees.
- Preside at Annual Business Meeting and present Presidential goals to chapter.
- Act as Board of Directors liaison to National Luncheon and Bylaws/Policy Manual committees.
 - Review Policy Manual and Bylaws biannually on alternating years.
- Serve on the Awards Committee.
 - Provide information to the Awards Committee Chair on the person(s) to receive the annual President's Award(s).
- Serve on the Finance Committee.
- Acknowledge the transition of Active Members to Life Member status as appropriate.
- Compose a President's Message for each issue of the newsletter. Coordinate with Board as necessary regarding newsletter content.
- Per budget allocation, purchase gifts for outgoing officers and committee chairs to present during Awards and Installation Banquet.
- Coordinate and conduct the Nominations and Elections.
- Assist the incoming President during the transition into office.

TIMELINE

June	Begin attendance at monthly Board of Directors Meetings; call and conduct the June Transitional Board Meeting as part of the June Board of Directors Meeting Prepare individual binders for each Board of Director position with the following: Chapter & National Bylaws, Chapter Policy Manual, yearly chapter calendar*, Board of Director monthly meeting schedule, Board of Director contact information, etc. *Coordinate dates with other professional organizations to prepare the yearly chapter calendar. Attend Year-End Financial Review, for prior FY Provide budget recommendations to Treasurer
August	Preside at Annual Business Meeting and present Presidential Goals to chapter
September	Begin review of Bylaws/Policy Manual with Bylaws/Policy Manual Committee

November	Present proposed amendments of Bylaws/Policy Manual to Board of Directors – 1 st review
December	Coordinate recognition of Life Members and Past Presidents at the Holiday Breakfast
January	Attend Mid-Year Financial Review Present proposed amendments of Bylaws/Policy Manual to Board of Directors- 2 nd review
February	Distribute Board Nomination Form to membership (by Feb. 28/29) Present proposed amendments of Bylaws/Policy Manual to Board of Directors for their final review Distribute ballots to the membership to adopt revised Bylaws
March/April	Board of Directors vote to adopt revised Bylaws/Policy Manual Attend Awards Committee meetings(s) Distribute Election Ballots to the membership (by March 15) Election Ballots are due (by April 10)
May	Preside at Awards and Installation Banquet
June	Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board.



BOARD POSITION DESCRIPTION OFFICE OF President Elect

FUNCTION

The Presidential series shall be a three-year term beginning with Vice President; ascending to President Elect; and concluding with President. Nominee must have had Board of Directors experience and chairperson responsibility in Women in Leisure Services.

Serve as voting member of the Women in Leisure Services – Gamma Chapter Board of Directors. The Vice President shall consult with and advise the President on programs and events and act as liaison for the educational program chairs.

RESPONSIBILITIES

- Attend monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
- In absence of the President, preside over Board of Directors meetings and chapter functions.
- Provide guidance to Educational program chairs (Including Scholarship and Winter Workshop).
- Chair the Annual Business Meeting.
- Serve on the Finance Committee.
- Serve as Corporate Sponsorship Chair by recruiting sponsors and administering the sponsor program.
- Work with the Scholarship Committee to obtain annual contributions for scholarship award(s), including Dolores Thompson Memorial Scholarship and Corporate Scholarship.
- For the Awards and Installation Banquet choose the installing officer and work closely with event chairs to organize the program agenda and script.
- Following the election, consult with incoming Board members and designate the annual Board meeting schedule and meeting location. Provide this information to Board Members.
- Appoint committee chairs to serve in the presidential year as needed.

TIMELINE

May	Attend Awards and Installation Banquet
June	Begin attendance at monthly Board of Directors Meetings. Begin recruitment of Corporate Sponsors
July	In coordination with the Director of Committees, prepare materials for and hold the Committee Chair Meeting
August	Chair the Annual Business Meeting
October	Sponsor recruitment ends
January	Work closely with Scholarship Chairperson to develop and distribute scholarship materials Attend Mid-Year Review
February	Begin soliciting donations from Life Members and Past Presidents for Dolores Thompson Memorial Scholarship Reach out to sponsors regarding Corporate Sponsor program
April	Select Installing Officer
May	Attend Awards and Installation Banquet. On behalf of the membership, present outgoing President with a plaque. On behalf of the Board of Directors, present President with gift. Deliver incoming President's address.

Updated February 2020

June

Attend Year-End Review

Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board.



BOARD POSITION DESCRIPTION

OFFICE OF Vice President

FUNCTION

The Presidential series shall be a three year term beginning with Vice President; ascending to President Elect; and concluding with President. Nominee must have had Board of Directors experience and chairperson responsibility in Women in Leisure Services.

Serves as the Membership Chair.

RESPONSIBILITIES

- Attend monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
- Establish membership recruitment goals with the Board of Directors.
- Update, publish, and distribute the Chapter Membership Application and Membership Recruitment Brochure.
- Initiate contact with prospective members by providing a brochure and application. Follow-up with those who have shown interest in the past or are non-renewing members.
 - Email non-members who attend events with membership information and thank them for coming to our past event.
 - Get Attendee list from the Committee Coordinator
 - After renewal period, identify cities with non-members where the President can send the outreach letter (after you update it), a brochure, and any upcoming information, including scholarships, and grant info to encourage membership growth by reaching out to non-member cities.
- After ensuring applicant meets membership qualifications, present all applications to the Board and submit membership information and payment to Treasurer. Maintain record of membership packages and provide lists of membership levels to Treasurer.
 - Send copy of applications and photos for new members to Director of Publicity for the Newsletter
- After presentation to the Board, send a welcome letter or email to the new member.
 - Email new members for photos when you send their new member letter. (Send copy of photo to Director of Publicity)
- Produce a list of new members to be introduced at each chapter function and present each new member with their welcome packet (or mail their packet to them).
- Send new member information to Secretary for inclusion in the chapter e-mail list and the Director of Committees for committee assignments indicated on application.
- Maintain the member Chapter Involvement data file.
 - Request list of committee members from Director of Committees after each event.
- Create and maintain the membership roster (This is the photo directory). Submit the roster to National Delegate for inclusion in National Directory.
 - Email new members for photos when you send their new member letter.
 - Email members without photos to request they send in a photo.
- Coordinate and conduct the dues renewal process.
 - Email/call non-renewing members to follow up before late fee in August; Send formal notice to those who did not renew that their membership is inactive.
- Assist new members with networking and chapter involvement.
- Serve as Awards and Installation Banquet Chair.
- Provide updates regarding memberships

TIMELINE

May	Attend Awards and Installation Banquet
June	Begin attendance at monthly Board of Directors Meetings.
July	Review non-renewed memberships and send reminder notices by July 15.
August	Dues renewal period ends. Notify non-renewed members of their inactive status. Prepare Membership Recruitment Brochure for distribution to members and interested professionals.
October	Provide membership with roster. Send roster to National to be included in National Directory.
March-May	Chair Awards and Installation Banquet. Work closely with President Elect to determine venue, create podium agenda, etc.
April	Send dues renewal forms to membership.
May	Attend Awards and Installation Banquet.
June	Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board.



BOARD POSITION DESCRIPTION OFFICE OF Secretary

FUNCTION

The Secretary shall serve a one-year term. Serve as a voting member of the Women in Leisure Services – Gamma Chapter – Board of Directors. Record minutes for all Board of Directors and chapter meetings.

RESPONSIBILITIES

- Attend monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
- Record minutes for all Board of Directors meetings; include within the minutes the attendance and absence of each board member.
- In coordination with the President, distribute an agenda for each board meeting, and distribute agenda and minutes prior to each meeting.
- Maintains an up-to-date file of Board-approved minutes filed in chronological order.
- Maintain an up-to-date record of the Chapter's Policy Manual and Bylaws.
- Work with Vice President to maintain and keep the chapter distribution list updated.
- Drafts correspondence as directed by the Board of Directors, including regularly scheduled email blasts.
- At the discretion of the Board, and on behalf of the membership, recognize major life events of members by sending a card.
- Provide mailing labels to Board members and Committee Chairs for chapter business as needed.

TIMELINE

May	Attend Awards and Installation Banquet
June	Begin attendance at monthly Board of Directors Meetings. Provide schedule of board meetings.
August	Attend Annual Business Meeting and take minutes.
June	Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board.



BOARD POSITION DESCRIPTION OFFICE OF Director of Finance

FUNCTION

The Treasurer shall serve a two-year term. Serves as a voting member of the Women in Leisure Services – Gamma Chapter Board of Directors. Performs all treasury functions for the chapter.

RESPONSIBILITIES

- Attend monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
- Serve on the Finance Committee.
- Arrange transfer of signatures for the chapter's checking and savings accounts.
- Receive and disburse all Chapter funds upon approval of the Chapter membership and/or the Chapter Board of Directors.
- Reconcile Chapter bank accounts with bank statements.
- Provide monthly financial reports at Chapter Board of Directors meetings.
- Assist the Financial Chair with the Mid-Year Review and End-of-Year Review.
- In coordination with the President, prepare recommendations for budget.
- Prepare recommendations for fiscal action for the Chapter Board of Directors.
- Present annual proposed budget to the membership at the August Business Meeting.
- In coordination with the Committee Coordinator, collect all financial forms from each program or Committee Chair at the conclusion of each event.
- Prepare invoices as needed.
- Review and sign all contracts.
- Upon the request of the National Delegate, submit all necessary dues to National.

TIMELINE

May	Attend Awards and Installation Banquet
June	Begin attendance at monthly Board of Directors Meetings. Update bank signature cards and account information to include First Vice President and President Attend Year-End Review In coordination with the President and Past Director of Finance, prepare proposed budget
August	Present proposed budget at Annual Business Meeting
October	Pay National dues for all levels of membership
January	Attend Mid-Year Review
June	Attend End of Year-Review Provide budget recommendations to incoming Director of Finance Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board.



BOARD POSITION DESCRIPTION OFFICE OF Director of Publicity

FUNCTION

The Director of Publicity shall serve a one-year term. Serve as a voting member of the Women in Leisure Services – Gamma Chapter – Board of Directors. The Director of Publicity will capture Gamma events and news throughout the year while keeping the Gamma website and social media pages current.

RESPONSIBILITIES

- Manage the Gamma website
- Take photos at each event
- Manage and upload photos to Gamma Website, Facebook, Instagram and LinkedIn
- Compile news and complete the quarterly Gamma Gram (Summer, Fall, Winter, & Spring)
- Update Gamma social media pages with current Gamma news, event information, job postings and content related to the field of recreation that would benefit members
- Coordinate a vendor booth at professional events throughout the year to promote Gamma membership, scholarships and upcoming Gamma events
- Maintain all electronic files from the year on a provided flash drive to turn over to incoming Publicity Chair

TIMELINE

May	Attend Awards and Installation Banquet
June	Update website with events for the upcoming year and new board information and photos
July	Complete Summer Gamma Gram
August	Take and post photos of Annual Business Meeting
September	Coordinate vendor booth at SCMAF Workshop
October	Take and post photos of Fall Food for Thought Vendor Booth at SCMAF Complete Fall Gamma Gram
November	Take and post photos of Fall Workshop
December	Coordinate speaker and vendor booth at CPRS D10 Training
January	Take and post photos of Winter Social Complete Winter Gamma Gram Vendor Booth at CPRS D10 Training
February	Take and post photos of Networking Night
March	Take and post photos of CPRS Conference
April	Take and post photos of Spring Food for Thought Complete Spring Gamma Gram
May	Attend Awards and Installation Banquet Take and post photos of Awards and Installation Banquet



BOARD POSITION DESCRIPTION OFFICE OF National Delegate

FUNCTION

The National Delegate shall serve a two-year term. Nominee shall be a Past President. In the event a Past President is unable to assume the office of National Delegate, nominees for this office shall have a minimum of three years Board of Directors experience in Women in Leisure Services.

Serve as a voting member of the Women in Leisure Services – Gamma Chapter – Board of Directors and represent the Gamma Chapter on the National Board as a voting member.

RESPONSIBILITIES

- Attend monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
- Attend monthly National Board conference call meetings, and a minimum of two in-person National Board meetings. Additional meetings shall be attended, as required by the National Board.
- Represent Gamma Chapter on the National Board. Report on Chapter and National concerns and report input from the National Board, the Gamma Board, or the Gamma membership regarding organizational concerns as requested or as needed.
- Prepare reports as directed by the National Board per its Policy Task Manual. Present to Board for their review.
- Submit information and articles for the National Newsletter.
- Provides update chapter contact information to the National Board as needed.
- Ensures that the chapter receive the Helen I. Pontius nomination papers from the chair of the HIP Committee.
- Seek Gamma Chapter for the nomination of the Helen I. Pontius recipient.

TIMELINE

May	Attend Awards and Installation Banquet
June	Begin attendance at monthly Board of Directors Meetings. Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board.
July	Submit nomination for Helen I. Pontius
September	Attend National Board Meeting. (Location alternates, as determined by National Board) Coordinate National Luncheon, if National Board Meeting is in Gamma's region Request information from Gamma Board for National Newsletter
October	Submit items requested by National for the National Newsletter
February	Request information from Gamma Board for National Newsletter Begin seeking a nominee for Helen I. Pontius award
March/April	Attend National Board Meeting. (Location alternates, as determined by National Board)



BOARD POSITION DESCRIPTION OFFICE OF Director of Committees (Appointed by President)

FUNCTION

The Director of Committees shall serve a one-year term as a voting member of the Women in Leisure Services – Gamma Chapter Board of Directors. The Director of Committees is appointed by the President and shall serve as board liaison for selected Chapter programs.

RESPONSIBILITIES

- Attend monthly Women in Leisure Services – Gamma Chapter Board of Directors meetings.
- Act as Board of Directors liaison for program chairs.
- Attend initial committee planning meetings, provide consultations and communications between chairs and Board of Directors.
- Prepare and distribute the Chair Procedure Manual.
- Secure dates for committee events at June Board Meeting.
- Compile a master list of members interested in serving on various committees.
- Conduct group and/or individual Committee Chair Meetings by end of July
- Serve on the Finance Committee (January & June)
- Serve on the Awards and Installation Committee (Feb – May)

TIMELINE

May	Attend Awards and Installation Banquet.
June	Begin attendance at monthly Board of Directors Meetings.
July	Prepare materials for and hold the Committee Chair Meeting.
August/September	Work closely with Fall Food For Thought Chairs for event.
October/November	Work closely with Workshop Chairs for event.
December	Work closely with Winter Social Chairs for event.
January/February	Work closely with Networking Night Chairs for event. Serve on Finance Committee – Mid year audit
March	Work closely with Spring Food For Thought Chairs for event. Serve on Awards Committee
May	Attend Awards and Installation Banquet.
June	Attend Transitional Board Meeting to train the incoming Board Members. Maintain all electronic files from the year on a provided flash drive to turn over to incoming Board. Serve on Finance Committee – End of fiscal year audit