



WILS GAMMA CHAPTER BOARD OF DIRECTORS

The WILS Chapter Gamma Board consists of 8 Board of Director positions. All positions serve as a voting member of the Women in Leisure Service- Gamma Chapter and ensure that the mission of the organization is upheld. For more in depth descriptions of positions please read the WILS Gamma Policy Manual at www.wils-gamma.com.

PRESIDENT

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 bylaws Chair.

RESPONSIBILITIES

- Preside at all meetings of the organization including monthly Board of Directors and general membership meetings and special events. Establish membership recruitment goals with the Board of Directors.
- Prepare operating budget, presidential goals, and event schedule
- Read and understand the Chapter Bylaws and Policy Manual.
- Review agendas and work with secretary to add items to meeting agendas.
- Stay informed of all special events to ensure that all tasks are completed and confirmed.
- Act as liaison for the Bylaws and Policy Manual.
- Compose presidential message for quarterly chapter newsletter. Consult with board as necessary regarding newsletter content, WILS Wednesday, Social Media Posts, or topic recommendations.
- Work with Director of Publicity to ensure that the webpage is up to date.
- Serve on the awards committee.
- Acknowledge the transition of Active Members to Life Members.
- Provide transitional meeting for each director of committee members.

PRESIDENT- ELECT

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.

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 Student Scholarship and Women’s Conference Committee chairs.
- 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. Act as liaison between Scholarship Committee and Board of Directors to provide updates regarding scholarships.
- 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.

VICE PRESIDENT

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.
- After ensuring applicant meets membership qualifications, present all applications to the Board and submit membership information and payment to Director of Finance. Maintain record of membership packages and provide lists of membership levels to Director of Finance.
- 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).
- Maintain the member Chapter Involvement data file.
- Create and maintain the membership roster (This is the photo directory). Submit the roster to National Delegate for inclusion in National Directory.
- Assist new members with networking and chapter involvement.
- Serve as Awards and Installation Banquet Chair.
- Act as liaison between Grant Committee and Board of Director to present grant applications at monthly board meeting on an as needed basis.

SECRETARY

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.

DIRECTOR OF FINANCE

The Finance Director 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 Director of Committees, 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.

DIRECTOR OF PUBLICITY

The Director of Publicity shall serve a one-year term. Serves 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.

DIRECTOR OF COMMITTEES

The Director of Committees shall serve a one-year term. Serves as a voting member of the Women in Leisure Services – Gamma Chapter Board of Directors. The Director of Committees acts a liaison between the Board of Directors and Special event Committees. Will assist with events as needed.

RESPONSIBILITIES

- Oversees Food for Thought events, Winter Social, Networking Night, and Women’s Conference.
- 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.

NATIONAL DELEGATE

The National Delegate shall serve a one-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.

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.

For more detailed descriptions of Board of Director Duties please review the WILS Policy Manual at www.wils-gamma.com

GENERAL WILS GAMMA TIMELINE

Gamma Fiscal Year is September 1-August 31

August	Attend Awards and Installation Banquet
September	Begin attendance at monthly Board of Directors Meetings
October	Annual Business Meeting
June	Gamma Board of Director Candidate Nomination Process begins Gamma Membership Renewals begin
July	Gamma Elections