



WRA BOARD MEMBER JOB DESCRIPTIONS

PRESIDENT

- Supervise and conduct the activities & operations of the Association
- Keep the Board members fully informed
- Consult with the Board concerning the activities of the Association
- Ensure that all orders and resolutions of the Board are carried out
- Key skills include organization, coordination, and communication

VICE PRESIDENT

- Assist other Board officers in the fulfillment of their duties
- Adopt a Committee, project, or activity to lead
- Be prepared to assume the duties of the President, whether for one meeting or for a portion of a term of office (if needed)

SECRETARY (Proposed name change to: Administrative Secretary)

- Record the proceedings of the Association
- Keep Association's official roll call of meetings & events
- Check & respond to phone and email messages
- Oversee chapter correspondence

TREASURER

- Keep and maintain the financial records of the Association
- Process income & deposit funds into WRA bank account
- Pay monthly bills and write reimbursement checks
- Balance checkbook monthly
- Publish a quarterly Treasurer's report

MEMBERSHIP SECRETARY

- Update and maintain current member database
- Process new member applications and mail out new member packets
- Communicate new member info to the Board, Newsletter chair, and Web chair
- Manage member outreach committee