

WELA BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

President

1. Supervision, coordination, and overall direction of activities subject to the Board of Directors.
2. Develop meeting agenda and preside at meetings.
3. Provide agenda to Secretary at least 3 weeks prior to meeting.

Vice President

1. Assume the responsibilities of the President in case of vacancy.
2. Secure speakers for meetings.
3. Arrange for appropriate audio-visual equipment necessary for meeting.
4. Review suspension status of members.

Secretary

1. Record and distribute the minutes of each meeting. Handouts are only available to those who attend the meetings unless insufficient copies were available.
2. Distribute meeting notices to the membership at least two weeks before the meeting convenes.
3. Maintain correspondence necessary to carry out the business of the organization.
4. Respond to inquiries for applications and provide information (attendance policy, constitution and by-laws, procedures for handling competition issues) about the organization.
5. Maintain files on articles of incorporation and subsequently report to the State on a yearly basis.
6. Maintain proper supplies of stationery, envelopes, etc.
7. Perform a yearly audit of the Treasurer's ledger.
8. Conduct registration at general meetings.

Treasurer

1. Inform members of renewal and collect dues on a yearly basis. Dues statements to come out at the beginning of the year.
2. Contact (by mail) any member in arrears of membership dues within one month following dues deadline. Members have three months to pay dues before being excluded from the organization.
3. Prepare a written financial statement on a yearly basis to be included with the February meeting minutes of the next year. This statement should show cash receipts and disbursements for the year.
4. Keep a record of all funds received and funds paid out by WELA.
5. Make payments on expenditures for WELA upon approval of the Board of Directors.
6. Make arrangements for the meeting facility.
7. Collect money for lunch.

Director

1. Review applications for membership.
2. Serve on committees.
3. Provide speakers/topics to Vice President.
4. Input into the direction of the organization.