

Annual Board Positions (office is one year but has no term limit)

Board members must maintain membership requirements, return signed Conflict of Interest form to WCA Secretary within 10 days of confirmed election, maintain pertinent files in approved Google Drive and actively attend meetings and events

Officers of the Board

1. The President shall preside over all meetings of the Members, the Board of Directors and Officers of the Board. They will prepare or cause to be prepared the agenda for meetings. The President may sign all contracts and agreements in the name of the Corporation after the Officers of the Board have approved them, serve as the representative of the Corporation in meetings and discussions with other organizations and agencies, act as a liaison between the other officers and members of the Board of Directors, committee chairpersons, and otherwise perform all of the duties that are ordinarily the function of the office, or as assigned by the Board. The President shall appoint all committee chairpersons, when appropriate, in consultation with Board members. The President shall ensure that all vital papers and property of the Corporation are transferred to the appropriate incoming Directors, Officers, and committee chairpersons. The WCA Google Drive will be used for permanent retention of records and histories.
2. The Vice-President shall perform the duties of the President if the President is unable to do so or is absent; perform such other tasks as may be assigned by the Board, monitor membership dues along with the Secretary, maintain shared file of name, job title, email, phone number and address of City, State, and local contacts, and at the request of the President, assist in the performance of the duties of the President. In the event that the office of the President becomes vacant, the Vice-President shall automatically become President. They will maintain and share electronically with the Board Officers, all materials of the Corporation. The WCA Google Drive will be used for permanent retention of records and histories.
3. The Secretary shall keep accurate records and minutes of all meetings of the Corporation; make available copies of the minutes of the previous meeting and distribute them in advance of each meeting; cause to be delivered all notices of meetings to those persons entitled to vote at such meetings; maintain the minutes book of the Corporation and a current listing, with phone numbers and addresses (including mail and email), of the Directors and Members; and maintain a current membership roster and make such roster available at all meetings where votes may be taken. They or their delegate will solicit and collect membership funds at community meetings and events. The Secretary will manage the general email or listserv file. They will maintain and share electronically with the Board Officers, all materials of the Corporation. The WCA Google Drive will be used for permanent retention of records and histories.
4. The Treasurer shall oversee the deposit of funds of the Corporation into the proper accounts of the Corporation within ten days of receipt; the recordation of all receipts and disbursements from such account or accounts; pay all bills and invoices within 30 days of receipt, or by the due date, whichever is sooner; the preparation of the books and records of the finances of the Corporation; the preparation of financial reports of the accounts for each Board meeting; and the preparation and filing of all end of year financial reports and federal and state tax reports. They will make all records available to the President and Board of Directors and will maintain and share electronically with the Board Officers, all materials of the Corporation, and upon the request of either, shall give an account of the Corporation's transactions and financial status. The Treasurer shall be responsible for the collection of annual dues from members, timely communication with the Secretary of new or renewed membership, and when deemed necessary by the Board, will maintain all insurance policies. The Treasurer will maintain and share electronically with the Board Officers, all materials of the Corporation. The WCA Google Drive will be used for permanent retention of records and histories.