



WNBA/LA Board Duties and Responsibilities

Executive Board

President

The president of the chapter supervises the affairs of the chapter; presides at all meetings of the chapter and of the board of directors; appoints all committee chairs (except the chair of the nominating committee); reports at the annual summer planning meeting; signs checks when the treasurer is unable to do so; represents the chapter on the national board of directors; and is the ex-officio member of all committees (except the nominating committee).

The president may assign these duties to the vice president or to another board member as necessary.

Vice-President/President Elect: Reports to President

The vice president serves as chair of the program committee, which includes planning and arranging for programs of the chapter. The vice president is in charge of the programming calendar and works with the board to develop ideas for events and coordinate all of the elements of each (such as, identifying a volunteer to coordinate a specific event, securing a location, developing panel ideas, workshops and social events, etc.).

In the absence of the president, the vice president performs the duties of the president and carries on all other duties as assigned by the president or the board of directors. If the president resigns, the vice president will fill the office of the president for the unexpired term.

Treasurer: Reports to President

The treasurer collects and receives all contributions/membership dues from chapter members and any other income and immediately deposits money received in a bank approved by the board of directors; keep books of accounts of all receipts and expenditures which are at all times accessible to members of the chapter; signs all checks drawn on the bank accounts of the chapter; presents a detailed statement at each board meeting of all moneys received and disbursed since the date of the previous statement; presents a detailed statement of all moneys received and disbursed since the date of the previous annual report at the annual summer planning meeting; notifies the membership chair of new members to receive association notices; sends the per capita amount per year for each member to national on the dates specified by the national treasurer; completes and sends an audited annual report to the national treasurer. The treasurer position will require at least 5 to 10 hours a month.

The treasurer is responsible for addressing the national responsibilities as described in the Chapter Treasurer Manual on the WNBA website.

Recording Secretary: Reports to President

The recording secretary's job is to take minutes of board of director meetings, to maintain a file of these minutes, and to report same if called upon at the next meeting of the board of directors. A copy of the minutes of each meeting of the chapter board shall be sent to the members of the board of directors.

Corresponding Secretary: Reports to President

The corresponding secretary answers all general business correspondence of the chapter and carries on all other duties as assigned by the president or the board of directors.

Committee Chairs and Board Positions

Membership Chair: Reports to President

The membership chair notifies members when they are suspended; keeps the true record of the chapter's membership, and reports it at each meeting of the board of directors; sends, in cooperation with and full knowledge of the chapter president and treasurer, reports of all changes to the national officers regularly throughout the year, so that chapter members may receive all national mailings; reports at each meeting of the board of directors on all matters taken care of.

Blog Editor: Reports to Communications and Publicity Chair

The blog editor oversees the management of the blog and has the technical skills to upload and post interesting and timely pieces and to develop a regular schedule for content. She also works on improving our visibility and encouraging members to visit the blog regularly. The blog editor will work with members who are interested in contributing guest posts that will be of interest to fellow members—recaps of book or industry events around town, recaps of WNBA/LA events, book reviews, member profiles, member events, etc. Knowledge and proficiency in WordPress required.

Newsletter Editor: Reports to Communications and Publicity Chair

The newsletter editor manages and coordinates the quarterly newsletter. She works with the website manager to put together all necessary items for the newsletter, including recap of chapter events, member news, chapter news, member profiles, UN Corner, letter from the president, etc. Works with blog editor to manage content. Sends chapter news to the national newsletter editor for The Bookwoman. Knowledge and proficiency in Mail Chimp helpful.

Website Editor: Reports to President/Communications and Publicity Chair

The website editor will maintain and update the chapter website, working closely with the chapter president and communications and publicity chair.

Graphic Designer: Reports to President/Communications and Publicity Chair

The graphic designer works with the communications chair and the president to develop graphics and flyers for the website, print and for the social media channels.

UN Coordinator: Reports to President and Vice President

Ensures that the chapter does what is needed to fulfill our role as an NGO, including putting together the monthly report for the newsletter, the annual report, disseminating UN information, and putting together programming in support of UN values.

Hospitality Chair: Reports to Vice President

The hospitality chair works with the vice president to make sure the refreshments, etc. are ordered for events. Also assists with set up and clean up.

Community Outreach Chair: Reports to Vice President

The community outreach chair coordinates any partnerships or local outreach efforts, including literacy events and partners, charitable efforts, book fairs, academic institutions, etc.

Membership Engagement and Outreach Chair: Reports to President

The membership engagement and outreach chair works with the membership chair to engage members and increase membership. Special attention should be given to reaching out to young publishing professionals, young literary enthusiasts, and a diverse spectrum of people. The intended goal of this position is to increase membership, to increase participation from membership in regards to volunteering on the board, and to ensure diversity in membership, panels, and board and committee positions.

Development Chair: Reports to President and Treasurer

The development chair works with the treasurer and president to coordinate any fundraising or grant initiatives.

Communications and Publicity Chair: Reports to President

Oversee the communications and publicity activities for the chapter. The communications and publicity chair also supervises the social media chair and the blog, newsletter, and website editors. The communications and publicity chair makes sure that all of our events are being publicized and covered in our various social medias.

Responsible for developing and implementing publicity strategies, including managing schedules and specialized lists for chapter events; managing, implementing and expanding social media presence, such as the chapter blog, newsletter, Twitter, Facebook, LinkedIn, and any other social media platforms.

Social Media Chair: Reports to Communications and Publicity Chair

The social media chair works with the communications and publicity chair to implement social media presence. She is responsible for posting on the chapter's social media sites about chapter news and events, members news and events, national initiatives, relevant content, and more.

Member at Large: Reports to President

A member at large is a chapter member who agrees to take on the responsibility of a board position with the goal of transitioning to either an elected or an appointed chair position within two terms.

Auditor: Reports to President

Responsible for monthly review of books and for preparing reports for outside auditors.

Immediate Past President:

Oversee the transition of Vice President to President. Responsible for supporting the President in managing the chapter when necessary.

Judy Lopez Committee Chair: Reports to President

Responsible for selecting and managing the Judy Lopez Award committee, selecting the librarians who serve on the winners selection committee, selecting the venue, setting ticket prices, selecting the winners, ensuring the winners will promote the event on their social media channels and will be present to receive the award, notifying the board of the winners, getting the medal engraved, working with the graphics chair to design Judy Lopez collateral that is in line with WNBA standards and branding, working with the communications and publicity chair to promote the event, alert the media, update the website, social media channels and the newsletter.