



REQUIRED AND SUGGESTED BOARD POSITIONS

WAI Chapters are welcome to create their board positions as they see fit for their chapter. Use these descriptions as a template and feel free to modify these positions to fit your particular chapter's needs. Some chapters will need fewer board members, and some find that they need to add several to this list. There are some positions that are required by WAI to maintain our non-profit status. (*** Indicates WAI Required Positions**). Be sure to compare this list to the duties outlined in your bylaws.

***President:**

Performs all needed actions to keep the chapter running. Monitors the work of all other board members ("Officers") and ensures each member is fulfilling their outlined duties. Responsible for sending communication to all members of the chapter regarding important chapter business not covered by Membership or Program chairs (covered below). Sets the annual board member meeting calendar. Delegates duties to any of the chapter officers. Serves as second chair on the Girls in Aviation Day Committee.

***Vice President:**

Performs any presidential duties if the president is unable. Serves as the chairperson for the Girls in Aviation Day Committee and serves on the outreach committee.

***Treasurer:**

Is responsible for keeping financial records for the chapter. Must also file federal 990N and state franchise taxes annually. Collects annual dues from each member and coordinates with the membership chair to maintain a current chapter roster. Serves on the Membership Committee. Oversees the budget for the Girls in Aviation Day Committee.

***Secretary:**

Maintains the records for the chapter. Keeps detailed meeting minutes at every executive board AND at membership meetings. Has meeting minutes available to anyone that requests them within 48 hours of meetings. Uploads meeting minutes to the Drive account within 48 hours of meeting end. May delegate any secretarial duties to the Assistant Secretary with appropriate notice (at least 72 hours' notice for meeting minute delegation).



Assistant Secretary:

Assists the secretary in maintaining records for the chapter. Fulfills secretarial duties when the secretary is unable. The secretary must delegate this responsibility to the assistant secretary no less than 72 hours in advance of the meeting. Serves as the Chairperson on the Scholarship Committee.

***Membership Chair:**

Maintains a current membership roster for the chapter. Works with the treasurer to maintain a current dues-paid record. Sends a reminder email to chapter members the month their chapter membership will lapse. Submits a bimonthly roster to the board. Updates chapter roster with headquarters at least quarterly. Sends email meeting reminders to membership 1.5 weeks prior to meetings and 1 day prior to meetings. Coordinates with Social Media Chair to disseminate meeting information and works with the Webmaster to create and maintain an online calendar of membership meetings. Serves as the chairperson for the membership committee.

Program Chair:

Provides chapter with bimonthly activities related to aviation. Coordinates all details regarding tours and activities with appropriate contacts. Submits program proposal (including proposed dates) to board at December board meeting for following year. Sends program proposal to membership no later than January 15th of each year. Sends email event reminders to membership 1.5 weeks prior to events and 1 day prior to events. If there will be an event and meeting on the same date, the Program chair will send out all communications. Coordinates with Social Media Chair to disseminate event information and works with the Webmaster to create and maintain an online calendar of membership meetings.

***Outreach Chair:**

Helps the chapter serve the community with at least one community service project or event each year (excluding Girls in Aviation Day). Emails membership regarding community service project/event AND all Girls in Aviation Day communications. Serves as chairperson on the Outreach Committee and serves as second chair for Girls in Aviation Day committee.

Fundraising Chair:

Compiles annual sponsorship forms to distribute to potential local and national sponsors. Serves as chairperson for fundraising committee. Communicates at least quarterly with membership on current fundraising initiatives. Updates board bimonthly on fundraising goals and milestones met. Serves on the Girls in Aviation Day Committee.



Webmaster:

Produces and maintains the chapter's website. Updates website with important chapter events, fundraising initiatives and pertinent aviation related topics interesting to members.

Communicates with appropriate board members to keep information on the website up to date for members.

Social Media Chair:

Maintains communication with chapter members through all social media platforms the chapter utilizes. Facebook, Twitter, Instagram & LinkedIn should be updated at least biweekly or more if necessary. Works with Membership Chair and Program Chair to deliver important meeting and program information via social media platforms prior to events.

Girls in Aviation Day Chair (GIAD):

Serves as the leader for the Girls in Aviation Day event, coordinates planning, promotions, member involvement, program fundraising and more. In some chapter the Vice President serves as the GIAD Chair.