**REQUIRED AND SUGGESTED BOARD POSITIONS**

WAI Chapters can tailor board positions to fit their needs, using the following descriptions as templates. Some positions are required by WAI for non-profit compliance (\*Indicates Required Positions). Compare this list to your bylaws for alignment.

**Required Positions**

President\*

* Oversees chapter operations and ensures board members fulfill duties.
* Communicates key updates to members.
* Sets the annual meeting calendar and delegates tasks.
* Serves as second chair on the Girls in Aviation Day (GIAD) Committee.

Vice President\*

* Assumes presidential duties when needed.
* Chairs the GIAD Committee and serves on the Outreach Committee.

Treasurer\*

* Maintains financial records, files taxes, and collects dues.
* Works with Membership Chair on the chapter roster.
* Oversees GIAD budget and serves on the Membership Committee.

Secretary\*

* Keeps and distributes meeting minutes within 48 hours.
* Uploads records to shared accounts and delegates tasks to Assistant Secretary as needed.

Membership Chair\*

* Maintains membership roster and dues records.
* Sends membership renewal reminders and meeting notifications.
* Updates the chapter roster quarterly and coordinates with Social Media Chair and Webmaster.

Outreach Chair\*

* Organizes at least one annual community service project.
* Manages communications for outreach initiatives and GIAD.
* Chairs the Outreach Committee and acts as second chair for GIAD.

**Optional Positions**

Assistant Secretary

* Supports the Secretary and serves as Chair of the Scholarship Committee.

Program Chair

* Plans bimonthly aviation-related activities and sends proposals to the board.
* Coordinates event logistics and communications, including reminders.

Fundraising Chair

* Develops sponsorship initiatives and oversees fundraising goals.
* Updates members quarterly on progress and serves on the GIAD Committee.

Webmaster

* Maintains the chapter’s website with updates on events, initiatives, and member resources.

Social Media Chair

* Manages chapter communications on platforms (e.g., Facebook, Instagram).
* Coordinates with Membership and Program Chairs to promote events.

Girls in Aviation Day Chair (GIAD)

* Leads GIAD event planning, including fundraising and promotions.
* Role may be filled by the Vice President in some chapters.