



## **Directors' Roles and Responsibilities**

### **Director**

The Director shall preside at all meetings of the WD Board of Directors and regular monthly luncheon program meetings. She shall serve as Chair of the Women's Division Executive Committee. The Director shall be a member *ex officio* of all committees and shall have the authority as is otherwise provided for in the by-laws. The Director shall, with the approval of the Board, create special committees as are deemed necessary and shall assign their duties. The Director also serves as a voting member of the Plano Chamber of Commerce Board of Directors during their term.

### **Director-Elect**

The Director-Elect shall assist the Director as needed. She shall perform the duties of the Director in the absence of the Director including presiding over board meetings, attending Chamber board meetings, and facilitating monthly luncheon. She shall become Director in the case of a vacancy in the office of Director. She shall chair the annual Women's Division special project as defined by the Executive Committee. She shall serve as a member of the Women's Division Executive Committee and the Nominating Committee. She shall also serve as WD Liaison for annual WD Special Project, which could include Women's Conference, WD Celebration or multi-chamber networking event.

### **Program Director**

The Program Director is responsible for arranging the programs and speakers for the monthly luncheons and present proposed speakers to the WD Board for approval. She shall also obtain membership feedback via monthly luncheon surveys. She shall serve as a member of the Women's Division Executive Committee.

### **Connections Director**

The Connections Director shall serve as liaison between the Women's Division and the Membership Development Director of the Chamber. At the monthly luncheon, she shall be responsible for collection of business cards and shall coordinate attendee list for follow-up. She shall also coordinate Women's Division networking events as approved by the WD Board.

### **Secretary**

The Secretary shall take and record accurate minutes of the proceedings of all business and WD Board meetings and provide copies of said minutes to the Board of Directors for approval at least one week prior to the monthly board meetings. She shall preserve, in a permanent file, all minutes and letters of value to the organization and its officers, as well as ensure that the Chamber has permanent record of these files. She shall conduct general correspondence for the WD. She shall also serve as a member of the Women's Division Executive Committee.

### **Treasurer**

The Treasurer shall be the custodian of all Women's Division funds. She shall coordinate with the WD Board on any expense out of the realm of normal, routine expenditures to be approved by the Board and the Chamber Finance Committee, when appropriate. She shall work with the Chamber accounting staff to facilitate payments as approved by the Director and shall coordinate with the Chamber's accounting staff on the accounting of all receipts and expenditures and shall make a full monthly report at the WD Board meeting. She shall act as liaison between the WD Board and the Chamber accounting department. She shall serve as a member of the Women's Division Executive Committee and as a member of the Chamber's Finance Committee.

### **Registrar**

The Registrar shall handle the reservation list for the monthly luncheons and oversee check-in procedures at the luncheon. The Registrar shall coordinate with the Chamber staff on the Friday prior to the Wednesday luncheon regarding the number of attendees. The Registrar shall present a monthly attendance report to the WD Board and help with efforts to recruit attendees each month.

### **Publicity**

The Publicity Director shall be responsible for collecting information for the monthly Chamber newsletter and for supplying the same to the Chamber by the marketing deadline. She shall coordinate with the Chamber regarding working with the media and oversee publicity for all meetings and projects. She shall also oversee any advertising required by the Women's Division. She is responsible for producing the content for the monthly WD newsletter distributed at the monthly luncheons. The Publicity Director will also work to secure program and newsletter sponsors for each month.

### **Parliamentarian**

The Parliamentarian shall observe and maintain "Robert's Rules of Order" which will be the parliamentary authority for all matters of procedures not specifically covered by these Rules of Operation.

### **Member-At-Large**

The Member(s)-At-Large shall serve in an advisory and support capacity with the rest of the WD Board.

### **Immediate Past Director**

The Immediate Past Director shall be the advisor to the WD Board of Directors regarding the history of the WD and shall serve as a liaison to the membership.