

USD WIMS RESPONSIBILITIES OF OFFICERS

The responsibilities of the elected USD WIMS Executive Committee shall be as follows:

1. Chair

- 1.1. Preside at all WIMS meetings
- 1.2. Be responsible for communicating the recommendations and decisions of WIMS to the faculty and administration through written correspondence or minutes

2. Vice Chair

- 2.1. Be supportive of the President in all of their duties as an officer
- 2.2. Serve in the absence of the WIMS President

3. Secretary/Treasurer

- 3.1. Keep an accurate, classified membership list of WIMS
- 3.2. Record minutes of WIMS meetings on file for future reference
- 3.3. Maintain official correspondence of WIMS
- 3.4. Document attendance at all WIMS meetings
- 3.5. Post minutes for members
- 3.6. Keep records of all monetary transactions generated or received through grants, fundraising projects.
- 3.7. Pay all bills and maintain an accurate audit trail for expended funds.
- 3.8. Itemize and budget materials for grant and/or funding applications.

4. Planning Committee Chair

- 4.1. Secure locations for WIMS meetings and events
- 4.2. Identify opportunities for education and leadership events
- 4.3. Maintain contact with guest speakers, and volunteers participating in special events.
- 4.4. Promote visibility of WIMS by advertising WIMS events

5. Chair of Steering Committee

- 5.1. The task of guiding the group and providing strategic direction.

6. Mentoring Committee Chair

- 6.1. Educate Forum membership about the Mentoring Program and recruit Forum members to be mentors
- 6.2. Lead/assist with mentee application and selection process, mentee feedback, new mentor orientation and planning/leading of events
- 6.3. Continually look for ways to improve and enhance the Program for both mentees and mentors