

### Chief Delegate

1. Serve as leader of the Chapter's delegation to the House of Delegates.
2. Carry out instructions of Chapter at House of Delegates.
3. Serve as a member of Chapter Board of Directors.
4. Make Chapter aware of issues to be discussed at House of Delegates.
5. Serve as Chapter representative to the Midwest Caucus.

### Director

Functional Purpose: Serve as member of the Board of Directors.  
Serve as member of Finance Committee.

#### Duties:

1. Liaison to Committees as assigned by President.
2. Additional duties as assigned by Board of Directors.
3. Orients new Director.
4. Voting member of Board of Directors.
5. Assist the Treasurer in budget preparation and other financial planning for the Chapter as requested.

#### Standards:

1. Attend committee meetings as feasible or necessary when requested by committee chairs, and be available to committee chairs for assistance as necessary.
2. Contact committee chairs for Committee Reports for Board of Directors meetings, if not submitted in a timely fashion.
3. Report on behalf of the committee chairs if that chair is unable to attend Board of Directors meeting or Chapter Business Meetings.
4. Attend all Board of Directors Meetings and read Board Packet prior to meetings so that an educated vote may be cast.
5. Attend all Spring and Fall Conferences.
6. Review budget materials as provided by the Treasurer and assist in budget preparation.

### District Chairpersons

1. Conduct business on the district level and report to the Board.
2. Keep the districts aware of WPTA issues.
3. To assist in coordination of planning of WPTA programs, CE or other events held in their respective districts.
4. Notify the Board of Directors and Chapter Office of change in officers and committee chairpersons in each representative district.
5. To recommend conference chairperson candidates from each respective district to the Board of Directors *approximately 1.5 to 2 years prior to the conference held in each respective district.*
6. To serve as liaison to the Board of Directors for the conference hosted in his/her district.
7. Voting member of Board of Directors.
8. Assist the Treasurer in budget preparation and other financial planning for the Chapter as requested

### President

Functional Purpose: Serves as the official head and public spokesman of the Chapter, the Executive Committee, and the Board of Directors. Member of the Executive Committee and Board of Directors.

#### Duties:

1. Presides over Chapter, Board of Directors, and Executive Committee Meetings.
  - A. Calls meeting to order.
  - B. Reviews the Rules of Order appropriate to the meeting.
2. Serves as x-officio member of all committees.
  - A. Attends and actively participates in district or committee meetings upon request or when indicated.
3. Establishes agenda for Board of Directors, Chapter and Executive Committee Meetings.
  - A. Consults with Secretary, Executive Director and Executive Committee as needed.
  - B. Reorders the agenda as necessary.
  - C. Insures that adequate and appropriate time is made available for all speakers and presenters.

4. Serves as liaison to legal counsel and lobbyists.
  - A. Maintains formal or informal contact on at least a monthly basis.
  - B. Discusses financial arrangements for legal and lobbyist services and presents recommendations to the Finance Committee and Board.
  - C. Responsible for directing the activities of the firm or individuals under contract.
  
5. Develops President=s budget.
  - A. Provides the Finance Committee and Board with realistic projections of expenses related to travel, lodging, miscellaneous expenses at meetings that the President is required to attend. At a minimum these meetings will include the Chapter President=s meetings at Combined Section Meeting (CSM) and House of Delegates at Annual Conference.
  
6. Is responsible to the membership.
  - A. Receives and reviews ethics complaints and concerns and initiates appropriate action.
  - B. Follows APTA guidelines when reviewing complaints which could result in disciplinary action.
  - C. Conscientiously represents the Association members and the Association=s position in matters that would affect the Association or members of the Association.
  
8. Orients new President.
  - A. Serves a term on the Board as immediate past President following election.
  - B. Provides new President with WPTA and APTA reference manuals, President=s log, and any other pertinent information.
  - C. Provides other assistance upon request of the new President.
  
9. Serves as liaison to special representatives in task forces.
  - A. Upon authorization of the Board or Executive Committee, contacts and recruits representatives and /or members to serve on task forces/ad hoc committees.
  - B. Maintains regular contact and dialogue with representatives or taskforce chairpersons.
  - C. Orients the representatives or taskforce to their charge or charges.
  
10. Serves as a voting member at Chapter, Board of Directors or Executive Committee Meetings only to resolve a tie vote or when the vote is by secret ballot.

## Secretary

Functional Purpose: Serve as member of the Board of Directors.  
Serve as member of the Executive Committee.

### Duties:

1. Take the minutes of Board of Directors, Executive Committee and Business Meetings and disseminate accordingly.
2. Serve as a voting member of the Executive Committee and the Board of Directors.
3. Liaison to Committees as assigned by President.

### Standards:

1. Attend all Board of Directors and Executive Committee Meetings and read Board Packet prior to meetings so that an educated vote may be cast.
2. Attend all Spring and Fall Conference Business Meetings.

## Treasurer

1. Board liaison to accountant.
2. Obtain financial statements from Executive Director to present to the membership.
3. Discuss finances with Executive Director on regular basis and advises accordingly.
4. Serves as chair of Finance committee.
5. Liaison to WPT-Fund.
6. Liaison to Chapter Office management.
7. Sign all checks for operational expenses and purchases.
8. Liaison with investment advisor/ACS.
9. Responsible for budget development.

## Vice President

- A. Assume the duties of the President upon his/her temporary absence and/or during a remaining unexpired term.
  - 1. Develop agendas for all Board of Directors and WPTA Chapter Meetings.
  - 2. Preside over meetings at all Board of Directors and WPTA Chapter Meetings.
  - 3. Serve as official head and public spokesperson of the WPTA Chapter, Executive Committee and Board of Directors.
  - 4. Serve as liaison to WPTA legal counsel.
  - 5. Assume all other duties the President is responsible for.
  
- B. Reviews and updates the official Policies and Procedure Documents of the WPTA Reference Manual
  - 1. After conferring with the President and/or the Executive Committee, the Vice President shall update the official Policies and Procedure Documents of the WPTA Reference Manual.
  - 2. Complete the update of duties/responsibilities of the WPTA Executive Director by December 1, each year.
  - 3. Complete the update of Policies and procedures of the Board of Directors by December 1, each year.
  
- C. Serve as Board of Directors liaison to assigned committees
  
- D. Serve as a voting member of the Executive Committee.
  
- E. Assume special task force/project responsibilities as delegated by WPTA President.
  - 1. Chair/facilitate special task forces or sub-committees.
  - 2. Coordinate/oversee special projects or assignments.
  - 3. Report back to President and BOD on progress and status of these responsibilities.