

## WIM OFFICER RESPONSIBILITIES

**PRESIDENT:** As stated in the bylaws: The president shall coordinate the activities of the Board of Directors, serve as chief executive officer of the conference; shall conduct the annual business meeting and coordinate the annual conference, and shall have the general powers of supervision and active management usually vested in this office.

**VICE PRESIDENT:** As stated in the bylaws: The vice president shall perform the functions of the office of president in the absence or disability of the president, and shall assist the president when needed; shall develop the election process and forward it to the publicity chairperson for mailing, shall conduct the election of new officers, and shall arrange a meeting for the old and new officers.

**SECRETARY:** As stated in the bylaws: The secretary shall keep a written record of the meeting of the Board of Directors, of the annual business meeting, and of the yearly conference; shall send minutes of summaries to each affiliated college/university Family and Consumer Sciences unit or equivalent and evaluation sheets during and after the annual conference; shall forward the evaluation sheets to the incoming secretary for tabulation and shall keep necessary records of the office; and shall handle correspondence as requested by the president.

**TREASURER:** As stated in the bylaws: The treasurer shall receive and have custody of all funds of WIM; shall keep full and accurate accounts of all receipts and disbursements; shall be responsible for financial reports to the members of the Board of Directors and the members of WIM; shall receive and record the registration fees and forms for the annual conference; and shall present a budget adoption to the Board of Directors at the conference planning meeting.

**PUBLICITY CHAIR:** As stated in the bylaws: The publicity chair shall be responsible for publicizing the annual conference; preparing and distributing conference information, registration forms, and the election process prior to the conference to units of Family and Consumer Sciences in the member states; and to obtain and prepare the registration folders with conference materials for the conference attendees.

**SOCIAL CHAIR:** As stated in the bylaws: The social chairperson is responsible for arranging networking, social hours, and forms of entertainment for the conference.

**DELEGATE AT LARGE:** As stated in the bylaws: The delegate at large is responsible for distributing stationary, handbooks, and bylaws to the members of the Board of Directors; for communication with any other state that does not have an officer; for the distribution of door prizes; and for presenting the traveling attendance award.

### ALL OFFICERS SHALL:

- Attend all Board of Director meetings.
- Maintain an accurate record of the responsibilities and activities in a notebook for his/her office.
- Be responsible for a career tour or the equivalent as determined by the Board of Directors (President and Publicity Chair are not responsible for a tour).
- Assist with conference registration and other events.
- Present a summary of duties and evaluation together with his/her officer's notebook to the incoming officer.
- Be responsible for any additional duties as determined by the Board of Directors.

**WIM ADVISORS:** As stated in the bylaws: The WIM advisors shall advise the officers. Advisors shall appoint persons to fill officer vacancies.

Further details about all of the above responsibilities are in the officer's handbook and WIM bylaws. The responsibilities are reviewed by the Board of Directors and clarified at the conference planning meeting.

**ELECTIONS:** Representatives from each state may join together and nominate individuals from their state for the designated office. The election will follow after these nominations have been made. If a state does not have any nominee for the designated office, nominations will be taken from the floor and any state can nominate a person for that office. Nominees for the office should have the approval of their advisor and complete the officer application form. These forms will be in your conference packet and available at the conference.