President

The duties of the President shall be:

Immediate Duties:

1. Assume the office of President at the end of the Annual Business Meeting, make closing remarks and close the meeting.

2. Call and conduct the Executive Board meeting following the Annual Business Meeting.

3. Appoint WAPRO Committee Chairs and their Executive Board liaisons as soon as possible after the close of the Annual Business Meeting and ensure that there is a proper transfer of duties and records for committees for which there is a change in leadership.

Leadership Responsibilities:

1. Maintain knowledge of WAPRO bylaws, policies and procedures.

2. Act as official spokesperson for the Association, recognizing that the responsibility for administration and policies of the Association is vested in the entire Executive Board.

3. Present to the Association the recommendations of the Executive Board and committees.

Administrative Responsibilities:

1. Call, plan and conduct all Executive Board meetings for the year and the Annual Business Meeting.

2. Prior to the Annual Business Meeting, brief the President-Elect on Presidential duties and responsibilities and arrange a meeting to transfer information and records.

3. Maintain contact during the year with all committees, delegate assignments as necessary and monitor work.

4. Submit a President's message for WAPRO newsletters (also to be put on the website).

5. Appoint persons as necessary to represent WAPRO on special committees. (The President has sole discretion in such appointments.)

Responsibilities at the Annual Business Meeting, Annual Conference, and Training Session(s):

The President will work closely with the Training Development Committee to prepare for the Annual Business Meeting and Conference. The President will perform the following specific duties at the Annual Business Meeting and Conference:

1. Provide opening remarks, introducing the Executive Board, guests, past presidents, etc. and present a general welcome message to all of those present.

2. Preside over the Annual Business meeting.

3. Oversee the installation of newly elected Executive Board members. Present Certificates of Appreciation to outgoing Officers, Directors, and WAPRO Committee Chairs and acknowledge their work and those of the members of WAPRO Committees. Pass the metaphorical President's gavel to the President-Elect.

President-Elect

The duties of the President-Elect shall be:

1. Perform the duties of the President in his/her absence. The President-Elect proceeds to the office of President automatically without vote on the expiration of the term of the current President.

2. Attend scheduled meetings of the Executive Board, as well as any special meetings called by the President.

3. Prior to the Annual Conference, lead the preparation of a proposed budget for the upcoming year, incorporating any recommendations made during the prior year's financial review process. The proposed budget is presented to the Executive board for review and input prior to the Annual Business Meeting. It is then presented to the general membership for a vote at the Annual Business Meeting.

4. Once board vacancies are filled, appoint Committee Chairs for the next year. Coordinate the orientation of incoming and outgoing Committee Chairs to facilitate the transfer of records and information.

5. Assume the office of the President and proceed with the closing of the Annual Conference, including a President's message to the membership for the upcoming year.

6. Purchase an appropriate gift to commemorate the outgoing President's year of service which will be presented on behalf of the membership at the Annual Business Meeting or Annual Conference.

7. Maintain knowledge of WAPRO bylaws, policies, and procedures.

8. Perform such other duties and responsibilities as the President or Executive Board may prescribe.

Vice President

The duties of the Vice President shall be:

1. Fill in for the President or President-Elect as needed.

2. Attend the scheduled meetings of the Executive Board, as well as any special meetings called by the President.

3. Serve on the Executive Committee.

4. May fill in as a Board Liaison to a standing committee if there is a vacancy.

5. Update the Executive Board and committee job descriptions and the WAPRO policies as needed per the direction of the Executive Board.

6. Acquire and maintain knowledge of WAPRO by-laws, policies and procedures.

7. Be actively involved in the recruitment of new members, retention of current members, and act as an ambassador of WAPRO in representing the collective purposes and goals of the Association to individuals and groups.

8. Perform such other duties and responsibilities as the President or Executive Board may assign.

Treasurer

The duties of the Treasurer shall be:

1. Attend the scheduled meetings of the Executive Board, as well as any Special Meetings called by the President.

2. Work with management company to provide monthly benefits to actuals reports to the WAPRO Board of Directors.

3. Serves as a liaison between the WAPRO Board of Directors and management company on financial matters, including requesting as-needed financial analysis and reports (such as net proceeds from a training, revenues associated exclusively with certification or membership, etc.)

4. Work with management company to maintain the awareness needed to provide regular reporting of financial issues at WAPRO board meetings in order to ensure that the Board maintains awareness about the financial health and challenges of the organization.

5. An annual financial review is required in accordance with WAPRO's bylaws. The Treasurer should be present for any such review that is conducted in person. For paper-only reviews, the Treasurer should review the resulting review summary.

6. Work with management company to produce a financial report for the Annual Business Meeting.

7. Provide successor Treasurer with an overview of the role and any resources relied upon, including schedules, instructions, report forms, and management company contacts.

8. Ensure that any records generated as business records associated with the Treasurer role are maintained and provided to management company for proper retention.

9. Perform such other duties and responsibilities as the President or Executive Board may prescribe.

Secretary

The duties of the Secretary shall be:

1. Attend the scheduled meetings of the Executive Board, including any Special Meetings called by the President.

2. Keep an accurate record of the minutes of the WAPRO Annual Business and Executive Board meetings and email the minutes to the Executive Board within 10 working days after each meeting. Upon approval of the minutes, submit them to management company for posting to the web.

3. Provide copies of the prior year's annual business meeting minutes to the President for inclusion in the annual business meeting packet.

4. Plan for the meetings of the Executive Board (e.g.; location, meeting room, and meals – as directed). Provide notice to the Executive Board at least seven (7) days prior to their next scheduled meeting.

5. Keep WAPRO bylaws current. Make available to all members upon request and ensure the current version is provided to management company for posting to the WAPRO website.

6. Ensure official WAPRO records (including meeting minutes, agenda packets, WAPRO policies, Executive Board job descriptions and committee job descriptions) are provided to management company as the official custodian of WAPRO records.

7. Advise the Chief Executive Official/Officers and Supervisors by letter of the election of their employee as a WAPRO Executive Board member as soon as possible after taking office; may also prepare press releases if desired.

8. Notify committee chairs when their quarterly committee reports are due for inclusion in the packets for the Executive Board meetings.

9. Perform such other duties and responsibilities as the President or Executive Board may prescribe.

Director

The duties of the Director shall be:

1. Attend the scheduled meetings of the Executive Board, as well as any Special Meetings called by the President.

2. Serve as board liaison to a standing committee. Liaison responsibilities include the:
    a. Providing the communication link between the standing committee and the Executive Board and report on the progress of the committee at the Executive Board's scheduled meetings;
    b. Providing direction to the committee on the goals of WAPRO and how the committee work facilitates the accomplishment of those goals;
    c. Providing work direction by assigning tasks to the committee to meet the needs of the Executive Board;
    d. Soliciting input from the committee on specific areas of expertise relating to the committee's duties and reporting to the Executive Board those ideas and suggestions.
    e. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
    f. Assuming the responsibilities of the Chair in his/her absence, or when the position becomes vacant, until the President appoints a new chair.
    g. As needed, receive and sign-off on invoices and receipts from committee Chair, and submit to the WAPRO Treasurer for payment.
    h. Ensure committee Chair prepares certificates of appreciation for committee members.

3. Acquire and maintain knowledge of the WAPRO By-Laws, policies, and procedures.

4. Be actively involved in the recruitment of new members, retention of current members, and act as an ambassador of WAPRO in representing the collective purposes and goals of the Association to individuals and groups.

5. Perform such other duties and responsibilities as the President or Executive Board may prescribe.