



204 E Street, NE
Washington, DC 20002
P-202-547-0229 F-202-547-6348
www.womeninaerospace.org

Chair of the Board

Qualifications: The Chair will be a Director in good standing who has demonstrated commitment, active serve and leadership to WIA and who is committed to furthering the WIA mission.

Expectations: The Chair is expected to serve as the administrator for the Board of Directors.

Election: The Board of Directors will elect the Chair as the first order of business at its first meeting of the year. The Chair will assume his or her position immediately upon election.

Term: The Chair will be elected for a one-year term, from January through December, and cannot serve more than two consecutive full terms. The Chair must remain an elected Director.

Roles and Responsibilities:

- The Chair is responsible for calling, organizing and running meetings of the Board of Directors. Meetings are expected to occur quarterly.
- The Chair serves as the spokesperson for the Board to the President, Officers and the general membership.
- In rare instances where a formal Board opinion or decision cannot be completed in time, the Chair will act in the Board's stead after consulting informally with a majority of the Directors.
- Along with the President, the Chair is expected to review all press and public relations materials for the organization to ensure consistency and professionalism.
- The Chair serves as a member of the Board Nominating Committee and the Officer Nominating Committee.

Attendance: The Chair is expected to attend all meetings of the Board of Directors and the majority of the organization's events (programming, service or social) throughout the year.

Membership: The Chair is expected to pay annual dues promptly and to remain a WIA member in good standing.

Removal from Office: As per the WIA by-laws, the Chair can be removed at any time with a majority vote of the Board of Directors.

Initially approved by WIA's Board of Directors on 10/17/03
Amended on 10/18/7/11/05 and 10/17/05



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Vice Chair of the Board

Qualifications: The Vice Chair will be a Director in good standing who has demonstrated commitment, active serve and leadership to WIA and who is committed to furthering the WIA mission.

Expectations: The Chair is expected to understand the responsibilities of the Chair and be able to perform these duties in the Chair's absence.

Election: The Board of Directors will elect the Vice Chair at its first meeting. The Vice Chair will assume his or her position immediately upon election.

Term: The Vice Chair will be elected for a one-year term, from January through December, and cannot serve more than two consecutive full terms. The Chair must remain an elected Director.

Roles and Responsibilities:

- The Vice Chair understands the duties of the Chair and performs these duties in the Chair's absence.
- The Vice Chair carries out special assignments as requested by the Chair.
- The Vice Chair serves as a member of the Board Nominating Committee.

Attendance: The Vice Chair is expected to attend all meetings of the Board of Directors and the majority of the organization's events (programming, service or social) throughout the year.

Membership: The Chair is expected to pay annual dues promptly and to remain a WIA member in good standing.

Removal from Office: As per the WIA by-laws, the Chair can be removed at any time with a majority vote of the Board of Directors.

(Position initiated by the WIA Board of Directors on 7/1/05.)

Initially approved by WIA's Board of Directors on 10/17/03
Amended on 10/18/7/11/05 and 10/17/05



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Finance Chair of the Board

Qualifications: The Finance Chair will be a Director in good standing who has demonstrated commitment, active serve and leadership to WIA and who is committed to furthering the WIA mission. The Finance Chair and Treasurer cannot share the same employer, with the exception of the U.S. federal government.

Expectations: The Chair is expected to provide support and strategic oversight of the financial aspects of the organization in close cooperation with the Treasurer.

Election: The Board of Directors will elect the Finance Chair at its first meeting of the year following the end of the outgoing Finance Chair's term. The Finance Chair will assume his or her position immediately upon election.

Term: The Vice Chair may serve for only one full two-year term, in addition to any term during which she or he filled a vacant office. The Finance Chair must remain an elected Director.

Roles and Responsibilities:

- The Finance Chair understands financial accounting standards for nonprofit organizations.
- The Finance Chair provides strategic guidance for the organization from a financial viewpoint. The Treasurer will remain responsible for day-to-day financial issues.
- The Finance Chair manages, with the Treasurer, the Board's review of and action related to the Board's financial responsibilities.
- The Finance Chair works with the Treasurer to ensure that appropriate financial reports are made available to the Board on a timely basis.
- The Finance Chair assists the Treasurer in preparing the annual budget and presenting the budget to the Board for approval.
- The Finance Chair reviews the annual audit and answer Board members' questions about any audit.

Attendance: The Finance Chair is expected to attend all meetings of the Board of Directors and the majority of the organization's events (programming, service or social) throughout the year.

Membership: The Finance Chair is expected to pay annual dues promptly and to remain a WIA member in good standing.

Removal from Office: As per the WIA by-laws, the Chair can be removed at any time with a majority vote of the Board of Directors.

(Position initiated by the WIA Board of Directors on 7/1/05.)
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Board of Directors

Qualifications: Directors are individuals who have demonstrated commitment, active serve and leadership to women in the aerospace industry and who are committed to furthering the WIA mission.

Expectations: Each Director is expected to actively serve the Board and WIA. Service can be in the area/s of interest, including educational outreach, membership, fundraising, event planning, governance and/or programming.

Term: Directors are nominated by the Board Nominating Committee and elected by the Board of Directors, to serve a three-year term. Directors cannot serve consecutive full terms. As per the WIA by-laws, Directors serve staggered terms, and approximately one-third of the Directors are replaced each year.

Attendance at Meetings: The Board meets quarterly, or more frequently if deemed necessary by the Directors, as per the WIA bylaws. Directors are expected to attend Board meetings. In the absence of extenuating circumstances, each Director may not miss more than three meetings during her/his term, and may not miss two or more consecutive meetings.

Attendance at Events: Directors are encouraged to attend as many of the organization's events (programming, service or social) as possible.

Membership: Directors are expected to pay annual dues promptly and to remain a WIA member in good standing.

Removal from Office: As per the WIA by-laws, a Board Member may be removed from the Board for cause by a two-thirds majority vote of all the members of the Board at any time.

Initially approved by WIA's Board of Directors on 10/17/03
Amended on 10/18/7/11/05 and 10/17/05