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## Position Descriptions

### 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

## President-Elect

**Qualifications:** The President-elect will be a member in good standing who has demonstrated commitment, active service and leadership to WIA and who is committed to furthering the WIA mission. The President-elect is not a member of the Board of Directors. If the elected member was an active Director, the Board will select his/her replacement for the remainder of the term as per Article V, Section 4 of the WIA bylaws.

**Expectations:** The Board of Directors expects the President-elect to understand the responsibilities of President and be able to perform these duties in the President's absence.

**Election:** The President-elect will be elected by the membership at large in an election held at the end of each year.

**Term:** The President-elect will be elected for a one-year term, from January through December, and cannot serve more than two consecutive full terms. In the event of a vacancy in the presidency, the President-elect will assume the office and serve the remainder of the term and the full year for which he or she would have served.

### **Roles and Responsibilities:**

- In case of the absence or disability of the President, the President-elect shall perform the duties of that office and the taking of any action by the President-elect in place of the President shall be conclusive evidence of the absence or disability of the President;
- The President-elect carries out special assignments as requested by the President;
- The President-elect will fill the position of President at the completion of the President's one-year term.

**Attendance:** The President-elect is expected to attend the majority of the organization's events (programming, service or social) throughout the year.

**Membership:** The President-elect is expected to pay annual dues promptly and to remain a WIA member in good standing.

**Removal from Office:** As per the WIA bylaws, the President-elect can be removed at any time with a majority vote of the Board of Directors.

(Position initiated by the WIA Board of Directors on 7/11/05.)

Initially approved by WIA's Board of Directors on 10/17/03  
Amended on 10/18/04, 7/11/05 and 10/17/05

## Vice President for Programs

**Qualifications:** The Vice President will be a member in good standing who has demonstrated commitment, active service and leadership to WIA in its programming efforts and who is committed to furthering the WIA mission. The Vice President is not a member of the Board of Directors. If the elected member was an active Director, the Board will select his/her replacement for the remainder of the term as per Article V, Section 4 of the WIA bylaws.

**Expectations:** The Board of Directors expects the Vice President to plan the programming efforts for the year and to oversee program execution in an efficient and professional manner. The Vice President will be held responsible for ensuring that the programs of the association reflect the WIA mission and goals, further its reputation, and provide opportunities for participation for the general membership.

**Election:** The Vice President will be elected by the membership at large in an election held at the end of the outgoing Vice President's term of office. As per the WIA bylaws, all Officers except the President and President-elect shall have staggered two-year terms such that approximately half of the Officers are elected each year. This will allow for a smooth transition between administrations.

**Term:** The Vice President will be elected for a two-year term, from January of the first year through December of the second year, and cannot serve more than two consecutive full terms.

### **Roles and Responsibilities:**

- The Vice President reports to the President and to the Board of Directors;
- The Vice President is expected to create, manage and maintain a program committee of active members to plan and execute programs for the year;
- The Vice President should make every effort to provide opportunities for a variety of members to become involved and to groom future association leadership;
- The Vice President is expected to provide programming information in a timely manner to the staff of the association and to the Vice President for Communications in order to provide notification to the membership and general public and to ensure event attendance.

**Attendance:** The Vice President is expected to attend the majority of the organization's events (programming, service or social) throughout the year.

**Membership:** The Vice President expected to pay annual dues promptly and to remain a WIA member in good standing.

**Removal from Office:** As per the WIA bylaws, the Vice President can be removed at any time with a majority vote of the Board of Directors.

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Amended on 10/18/04, 7/11/05 and 10/17/05

## Vice President for Professional Development

**Qualifications:** The Vice President will be a member in good standing who has demonstrated commitment, active service and leadership to WIA in its membership and outreach efforts and who is committed to furthering the WIA mission. The Vice President is not a member of the Board of Directors. If the elected member was an active Director, the Board will select his/her replacement for the remainder of the term as per Article V, Section 4 of the WIA bylaws.

**Expectations:** The Board of Directors expects the Vice President to create opportunities for WIA members to network with other aerospace professionals, to enhance their career opportunities, and to learn and grow as professionals in the aerospace field.

**Election:** The Vice President will be elected by the membership at large in an election held at the end of the outgoing Vice President's term of office. As per the WIA bylaws, all Officers except the President and President-elect shall have staggered two-year terms such that approximately half of the Officers are elected each year. This will allow for a smooth transition between administrations.

**Term:** The Vice President will be elected for a two-year term, from January of the first year through December of the second year, and cannot serve more than two consecutive full terms.

### **Roles and Responsibilities:**

- The Vice President reports to the President and to the Board of Directors;
- The Vice President is to work closely with the other Officers, in particular the Vice President for Membership and the Vice President for Programs, in order to ensure that there is an inherent value to WIA membership by building and increasing professional development opportunities for WIA members;
- During the year, the Vice President is responsible for creating at least one program focused on professional development;
- The Vice President is responsible for initiating and exploring mentorship opportunities for WIA members, both within the organization and through partnerships with other organizations;
- The Vice President is responsible for ensuring adequate networking opportunities throughout the breadth of WIA programming efforts;
- The Vice President is encouraged to create, manage and maintain a professional development committee of active members to plan and execute professional development, networking and mentoring efforts for the year;
- The Vice President should make every effort to provide opportunities for a variety of members to become involved and to groom future association leadership.

**Attendance:** The Vice President is expected to attend the majority of the organization's events (programming, service or social) throughout the year.

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

**Removal from Office:** As per the WIA bylaws, the Vice President can be removed at any time with a majority vote of the Board of Directors.

(Position initiated by the WIA Board of Directors on 7/11/05.)

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## Secretary

**Qualifications:** The Vice President will be a member in good standing who has demonstrated commitment, active service and leadership to WIA and who is committed to furthering the WIA mission. The Secretary is not a member of the Board of Directors. If the elected member was an active Director, the Board will select his/her replacement for the remainder of the term as per Article V, Section 4 of the WIA bylaws.

**Expectations:** The Board of Directors expects the Secretary to provide timely notice of all meetings, whether of the Board of Directors, the Officers or general membership to the appropriate members. Additionally, the Secretary is expected to record the proceedings of every Board meeting and distribute them in a timely fashion. If requested, the Secretary will also provide minutes for meetings of the Officers as called by the President. The goal is to provide a clear and accurate record of WIA proceedings and efforts for future leadership to build upon.

**Election:** The Secretary will be elected by the membership at large in an election held at the end of the outgoing Secretary's term of office. As per the WIA bylaws, all Officers except the President and President-elect shall have staggered two-year terms such that approximately half of the Officers are elected each year. This will allow for a smooth transition between administrations.

**Term:** The Secretary will be elected for a two-year term, from January of the first year through December of the second year, and cannot serve more than two consecutive full terms. As per the WIA bylaws, the Secretary cannot co-serve as the President of the association.

### **Roles and Responsibilities:**

- The Secretary reports to the Chair of the Board of Directors and to the President;
- The Secretary is responsible for alerting Directors and Officers of meetings, keeping minutes at the meetings and distributing the minutes in a timely fashion;
- The Secretary is responsible for maintaining the directory of Directors and Officers and providing updates as needed to the Directors and Officers.

**Attendance:** The Secretary is expected to attend the majority of the organization's events (programming, service or social) throughout the year.

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

**Removal from Office:** As per the WIA bylaws, the Secretary can be removed at any time with a majority vote of the Board of Directors.

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