

TWS Board of Director Duties
(Last Updated November 13, 2006)

President-

- Calls meetings
- Directs meetings
- Keeps Board Members informed on major issues
- Represents TWS on issues
- Performs duties as outlined in Chapter By-laws
- Arrange for Parliamentarian for annual meeting

President Elect-

- Fills in for President at meetings and functions should the President be unavailable or at the Presidents request.
- Organize program for annual meeting. Arrange meeting speakers and banquet speaker.
- Assist President as needed on issues.
- Performs duties as outlined in Chapter By-laws
- Arrange for AudioVisual equipment for presentations.
- Recruit candidates for Offices
- Forward Professional/Citizens Awards to CMPS after annual meeting.

Secretary/Treasurer-

- Record meeting notes
- Maintain financial records and transactions
- Participate at Board meetings
- Notify CMPS and TWS of Officer changes after annual meeting.

Board Members-

- Attend Board meetings
- Provide assistance to President and President Elect as requested and needed.
- Be an active participant on issues broad before the Board
- Assist with annual meeting as needed

Immediate Past-President-

- Acts as council to the Chapter Board of Directors
- Assists with Annual Meeting organization as needed
- Contacts sponsors for donations
- Annual meeting arrangements chairmen
- Reminders for Committee reports in newsletter
- Arrange person to take photos at annual meeting.
- Update Website after annual meeting