

Executive Committee Board Member

The duties of the Executive Committee Board Member shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair;
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment;
 - f. Ensure Committee Chair prepares certificates for committee members.
3. Attend the Annual Conference events and sessions as requested by the President.
4. Acquire and maintain knowledge of the WMCA By-Laws, policies, and procedures.
5. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.

Timetable:

March, 1 st year	Attend conference and take oath of office; (1) EC Meeting, Friday afternoon after conference
April	
May	
June	(1) EC Meeting
July	
August	
September	
October	(1) EC Meeting
November	
December	
January	(1) EC Meeting
February	Register for Conference and book hotel room
March, other yrs	(2)(f) Ensure Committee Chair prepares certificates; (3) Conference, itinerary provided by President prior to conference; (1) EC Meeting, Friday afternoon after conference