

President

Lead the chapter. Organize and lead board meetings. Provide assistance to board and committee members. Coordinate and lead Advisory Board meetings. Participate in Central Region and WTS-I Presidents calls. Represent the chapter at programs and special events.

Vice President

Assist the President in leading the chapter as needed. Prepare for taking over the President role the following year. Vice President usually takes on an initiative at the request of the President.

Past President

Assist the President in leading the chapter as needed. Provide past history of board operations. Take on initiatives as needed and as able.

Secretary

Prepare meeting minutes for monthly chapter Board meetings and semi-annual Advisory Board meetings. Prepare the Annual Report. Check WTS Gmail account twice weekly.

Treasurer

Manage chapter finances and accounts. Prepare annual budget, update monthly with actuals. Write checks. Coordinate with WTS Foundation for funds managed by them.

Scholarships and Recognitions Director

Responsible for soliciting award nominations for local awards, leading selection and forwarding award winners to WTS International. Work with special events co-chairs on the yearly Scholarship and Recognitions event typically held in the spring. Solicit, review, select and secure applicants from area colleges and universities for annual scholarship awards. Promote scholarships through emails, articles in our newsletter and on the website.

Membership Director

Recruit new members and retain current members; welcome new members; initiate and run programs to increase membership and special events for members. Develops annual honorary membership candidate process and associated honorary membership event. Manages membership reporting and WTSi Membership policy communication for local chapter.

Membership Chair

Support recruitment of new members and retention of current members; welcome new members and coordinates coffee connect volunteers and new members.

Development Director

Recruit new partners and retain current public agency and corporate partners; create partnership request letters; create and maintain benefit listings by serving as partner manager; welcome new partners; initiate and facilitate appreciation programs to recognize partners.

Development Chair/Public Partnerships

Support the Development Director with a focus on growing and retaining public partners.

Programs Director 1

Responsible for monthly programs. Coordinate volunteers, speakers to create the program. Coordinate logistics such as room reservations, food ordering, etc. Send event invitation to membership.

Programs Director 2

Responsible for monthly programs. Coordinate volunteers, speakers to create the program. Coordinate logistics such as room reservations, food ordering, etc. Send event invitation to membership.

Programs Chair 1

Assist programs directors with planning monthly programs. Primary responsibility includes monitoring the Programs Gmail account and assisting with social media posts and newsletter updates.

Programs Chair 2

Assist programs directors with planning monthly programs. Primary responsibility includes monitoring the Programs Gmail account and assisting with social media posts and newsletter updates.

Marketing Director

Write, edit and layout of communications materials for chapter membership including flyers and email announcements. Gather information and write articles for bi-monthly newsletter. Provide design and layout, publish and distribute to WTS members and friends. Assist other committees by providing communications support; provide media outreach when appropriate.

Social Media Chair

Maintain social media presences (LinkedIn, Facebook, and Twitter). Share information about initiatives, upcoming events, and other items of interest. Create content/graphics for these posts as necessary.

Website Chair

Maintain WTS-MN website with events and information.

TYOU Chair 1

Administer the TYOU program. Recruit mentors and coordinate with Blaine HS staff to set up programs at school and field trips. Coordinate delegation to annual TYOU summit in Washington, DC area.

TYOU Chair 2

Administer the TYOU program. Recruit mentors and coordinate with Blaine HS staff to set up programs at school and field trips. Coordinate delegation to annual TYOU summit in Washington, DC area.

Special Events Chair 1

Coordinate with Chair 2 to plan the annual Scholarships & Recognitions Reception (held in April/May) and Holiday Party (held in December). Planning for each event begins 3-4 months in advance with the identification of a venue, photographer, and caterer, then efforts drop off until 6-8 weeks before the event. In the two months leading up to the event, the co-chairs coordinate a save-the-date and event

registration, identify volunteers for the event and pre-event tasks, develop a program, print and assemble nametags, and complete additional prep tasks as needed.

Special Events Chair 2

Coordinate with Chair 1 to plan the annual Scholarships & Recognitions Reception (held in April/May) and Holiday Party (held in December). Planning for each event begins 3-4 months in advance with the identification of a venue, photographer, and caterer, then efforts drop off until 6-8 weeks before the event. In the two months leading up to the event, the co-chairs coordinate a save-the-date and event registration, identify volunteers for the event and pre-event tasks, develop a program, print and assemble nametags, and complete additional prep tasks as needed.

DEI Chair 1

Schedule and coordinate monthly meetings of the Diversity, Equity, and Inclusion Committee (DEI) for WTS, and any subcommittees involved. Develop and update strategic plan and proactively manage budget for programs, events, and actions undertaken by the Committee. Coordinate with other Chairs and Committees as needed on actions identified in the strategic plan.

DEI Chair 2

Schedule and coordinate monthly meetings of the Diversity, Equity, and Inclusion Committee (DEI) for WTS, and any subcommittees involved. Develop and update strategic plan and proactively manage budget for programs, events, and actions undertaken by the Committee. Coordinate with other Chairs and Committees as needed on actions identified in the strategic plan.

Sustainability Chair

Focus on aligning other efforts, events, and discussions by applying a Sustainability Lens. Review and update as needed the website materials that reflect the best practices of WTS-MN regarding sustainability. Assist with event planning efforts and where feasible bring awareness to sustainability related topics and speakers.

Volunteer Coordinator

Schedule, coordinate, recruit and assign volunteers to various volunteer needs within WTS-MN. Communicate with committee leads to identify volunteer needs for programs, special events, mentorship opportunities, fundraising efforts, etc. then connect individuals who have indicated an interest in volunteering to a volunteer position that aligns with their interests.

Central Region Chair

Act as liaison between the WTS-MN board/chapter and WTS-I's Central Region. Help to plan the Central Region Conference each year. Attend meetings at the National Conference and at the Central Region Conference.

Mentor Program Chair 1

Administer WTS-MN's mentor program. Solicit mentor and mentee volunteers, match mentors and mentees, provide guidance to participants. Plan kick-off, closing, and one additional event for participants.

**WTS MINNESOTA CHAPTER
2025 Board Position Descriptions**



Mentor Program Chair 2

Administer WTS-MN's mentor program. Solicit mentor and mentee volunteers, match mentors and mentees, provide guidance to participants. Plan kick-off, closing, and one additional event for participants.