**JOB DESCRIPTIONS: President-Elect, President, Past President**

**WCA President-Elect Responsibilities (Two Year Term):**

* Serves on the Executive Committee.
* Assumes other committee responsibilities to prepare for subsequent term as president.
* Manages special assignments as requested by the president.

**WCA President — Position Description and Responsibilities (Two Year Term):**

* The President shall act as chief executive officer of WCA, shall preside at all Board and membership meetings, shall see that all resolutions of the Board are carried out, and shall represent the organization when called upon to do so.
* Provides WCA with the visionary and strategic leadership to ensure a strong focus on its mission and vision.
* Leads the Board of Directors in its governance role in accordance with the organization's bylaws and policies.
* Presides at board-meetings to ensure timely and strategic decisions are made and actions are implemented..
* Fosters a collaborative work environment for board, volunteers and staff.
* Keeps an eye on organizational operations to ensure that WCA functions effectively and maintains its 501(c) 3 status.
* Oversees the organization’s finances to ensure fiscal responsibility, accountability and long‐term stability.
* Guides fundraising and development efforts to ensure board set targets are met.
* Represents WCA in an official capacity to the community, membership and others who share WCA's mission.
* Signs contracts and official documents unless specifically delegated to another agent of the WCA by the board of directors.
* Mentors the President‐Elect to ensure she is prepared for her upcoming term as president and can step into the presidency if needed.
* Consults with the prior President to ensure a smooth transition and timely completion of unfinished, relevant business from her term.
* Manages and evaluates paid staff to ensure organizational goals are met and wage and labor laws are followed.
* Appoints non‐elected officers and committee chairs and fills vacancies of elected directors in a timely fashion.
* Authorizes charters for new chapters and withdraws charters from non‐conforming WCA chapters.
* Encourages all board members to participate fully and resolves conflicts when they arise between board members, staff or members.
* Maintains regular communications with the full board and membership.
* Submits a written report of WCA activities and financial status to the membership at least once a year.
* Submits a written report on activities accomplished during her term of office including recommendations for possible implementation by successor.

**WCA Past-President Responsibilities (Optional 1-2 year term):**

* Advises the President
* Serves on executive and other committees at the request of the president.