



SPACE COAST CHAPTER

## Women In Defense Space Coast Chapter

### Board of Directors Position Descriptions (rev. 07/24)

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#### **Officers**

##### **President (Officer)**

The President shall be the principal executive officer and shall in general supervise and control all of the business and affairs of the organization. The President shall preside at all meetings of the members and of the Board of Directors. The President shall perform all duties incident to the Office of President and such other duties as may be prescribed by the board of Directors from time to time.

Qualifications: The nominee for President should be a member in good standing for at least three years and must have served as Vice President or an elected board officer for at least one of those years.

##### **Executive Vice President (Officer)**

The Vice President shall support the goals and objectives of the President and be assigned such duties as the President may direct. The Vice President shall perform the duties and exercise the powers of the President during the absence or disability of the President. The Vice President shall act as the Board point of contact with established and developing chapters.

Qualifications: The nominee for Vice President should be a member in good standing for at least two years and have served as an elected board member for at least one of those years.

##### **Secretary (Officer)**

The Secretary shall keep the minutes of the meetings of the members of the Board of Directors which shall be filed and retained. Perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary shall ensure meetings are conducted in accordance with Roberts Rules of Order.

Qualifications: The nominee for Secretary should be a member in good standing for at least two years and have served as elected board member for at least one of those years.

##### **Treasurer (Officer)**

The Treasurer prepares the WID budget. The Treasurer reports on budget execution and other matters as directed by the Executive Committee. The Treasurer will be the recipient of external requests for funding/support and coordinate with the chapter's champion until which time the finance committee determines action on that request.

Qualifications: The nominee for Treasurer should be a member in good standing for at least two years and have served as an elected board member for at least one of those years.



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#### **Board of Director (non-officer, voting) Positions:**

##### **Awards & Recognition**

The Award and Recognition Director will coordinate chapter recognition of outstanding performers, sponsorships, scholarship recipients, and others as appropriate within the charter and vision of WIDSC. Additionally, the Awards and Recognitions Director will be the primary contact on all STEM-related activities conducted in support of STEM awareness and scholarships. The nominee should be a member in good standing for at least one year.

##### **Communications**

The Communications Director will be responsible for coordination of external communications. This may include the chapter web site, newsletter, monthly emails, flyers, press releases, public affairs and acting as community liaison. The nominee should be a member in good standing for at least one year.

##### **Historian**

The Historian will maintain the history of WIDSC to include taking photos at events, preparing and recording monthly meeting slides/documentation, and maintaining copies of press releases, WIDSC awards and recognition, and other documents that preserve the history of the chapter. Monthly reports will be provided during Board of Director meetings and historical documentation will be made available to the board on an ongoing basis. The nominee should be a member in good standing for at least one year.

##### **Membership**

The Membership Director will solicit a committee of members to enforce both Recruitment and Retention in accordance with the WID Chapter Management Manual, Section 2. Recruitment encompasses promoting membership and facilitating membership drives. Retention will include keeping the chapter sustainable, communicating with members, and providing reminders accordingly. Monthly reports will be provided during Board of Director meetings. The nominee should be a member in good standing for at least one year.

##### **Programs**

The Programs Director will solicit a committee of members to facilitate the planning and execution of chapter sponsored events. This will include, but not be limited to, monthly meetings, speaker engagements, fundraisers, scholarship programs, conferences and support to local/national events. The nominee should be a member in good standing for at least one year.

##### **Special Projects**

The Special Projects Director will assist the Program Director, as needed, and support the President and the General Membership to promote the mission of the Chapter as well as National. Assignments may be very short in duration or for the remainder of the term in office as determined by the Board. The nominee should be a member in good standing for at least one year.



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#### **Sponsorships**

Responsible to find sponsors for the monthly meetings and to draft and update the Sponsorship level package(s). Helps with sponsorships for the golf tournament for STEM promotion. Works with the Program Director and the Awards and Recognition Directors to promote funding for programs. The nominee should be a member in good standing for at least one year.

#### **Advisor(s) to the Board (President appointed, non-officer, non-voting) Positions:**

##### **Professional Development**

The Professional Development Director is responsible for mentoring and professional development outreach for WIDSC members. This may include organizing informal mentoring, training, and other professional development activities to include local college, university and industry outreach.

##### **Military Liaison**

The military liaison position exists to bridge networking, education, mentorship and transitioning opportunities for local veterans and active-duty personnel interested in participating as community servant leaders in local defense, national security and STEM-related activities.

##### **Past President(s)/Industry Leaders:**

Past Presidents and elite industry leaders comprise the Board of Advisors. Advisors are appointed/invited by the standing WIDSC President.