



Executive Committee Handbook

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OFFICERS - WMA Bylaws ARTICLE VII Duties of the Officers and Expanded Descriptions

Executive Committee Handbook
Updated & Approved 020117

President

1. Presides over all executive committee meetings (first Wednesday of month). Following Roberts Rules of Order for meetings.
2. Presides over all tour/general meetings, calls meeting to order and emcees the evening.
 - a) Provides replacement (first VP) in the event you cannot attend.
 - b) Approves agenda and suggests agenda items for Executive Committee meetings and the Tour/General meetings, communicating directly with secretary.
3. Appoints non-officers members to the Executive Committee.
4. Calls and presides over board of Directors meetings.
5. Appoints the chair of each standing committee defined in Article VI of the WMA bylaws.
6. Appoints a nominating committee chair at the September executive committee meeting. (consisting of a chair, vice chair and three at-large members)
7. Communicates directly with Executive Secretary and secretary on pertinent issues, needs and concerns as they impact WMA. (on-going)
8. Does welcome at June Bingo.
9. Appoints volunteers from executive committee to assist with Christmas party arrangements. Emcees the first half Christmas party.

First Vice President

1. Serves as a member of the Board of Directors and Executive Committee
2. Schedules eight (8) tours for WMA.
 - a) One tour should be at a non-profit organization.
 - b) One is an out-of-town location.
 - c) June is the picnic at selected location, coordinate with the secretary on details.
3. December Christmas party, arrange a location. Usually the third Thursday of December. Coordinate directly with committee and secretary on details.
4. Communicates directly and in a timely manner with secretary regarding tour/general meeting arrangements and needs. (tables, chairs, maps put in tour announcement, special costs, meal location, catering requirements, PA system, and any other details involved)
5. Obtains a thank you plaque for all tour/general meeting hosts, presents at the meeting, introduces host at meetings.
6. In the absence of the president, performs the duties of the president.
7. Substitutes for the president as requested.
8. Arranges for speaker's requirements (screen, overhead, etc.).

9. Arranges for alternate location for meal if limited space at the tour facility.

Second Vice President

1. Serves as a member of the Board of Directors and Executive Committee.
2. Assists first vice president in tour arrangements including pre-tours.
3. In absence of both the president and first vice president, performs the duties of the president.
4. Substitutes for the president or first vice president as requested.
5. Sends a thank you letter to each tour/general meeting host after tour.
6. Assists with the membership directory proofing which is done early in the year.
7. Arranges for June picnic site.

Treasurer

1. Serves as a member of the Board of Directors and Executive Committee.
2. Keeps and prepares all financial records for WMA.
3. Maintains a formal set of records in accordance with acceptable accounting practices.
4. Makes a written report and presents to the monthly executive Committee meetings.
5. Provides Auditing Committee with complete record of transactions.
6. Advises the Scholarship/Contributions Committee as well as the budget committee as needed.
7. Communicates with secretary as needed on checks, invoices and other issues.
8. Completes and files tax return for the previous year by the due date of May 31st every year.

Executive Secretary

1. See Article IV, Section 4, of the Association's Constitution and Bylaws for the definition of the Executive Secretary. (Non-voting member of Executive Committee)
2. Provides a secretary for the duties outlined below.

Secretary

1. Provides focal point and continuity for the Association.
2. Coordinates arrangements for all Executive Committee meetings. Attends, records, and creates minutes of the Executive Committee meetings.
3. Prepares and Emails monthly Executive Committee meeting notices, minutes, agenda to Executive Committee members.

4. Prepares and mails monthly membership meeting notices, tracks the reservations and arranges for the meal.
5. Prepares a spreadsheet for the Prize Chair to coordinate door prizes for each meeting. Prepares and mails yearly membership dues invoices, keeps accounting. Maintains a list of paid memberships and prepares roster for printing of a directory each year, and distributes directories to the members.
6. Prepares a list of members who have failed to meet the requirements of Article III, Sections 1 and 2, or who have failed to pay annual dues and coordinates collection of delinquent dues.
7. Prepares and emails Christmas party announcement. Coordinates the arrangements with the 1st vice chair
8. Prepares name tags for meeting and ensures that they are picked up by the appropriate person. Receives the Association's mail and directs all funds received to the Treasurer, and other correspondence to the President.
9. Keeps record of new memberships, communicates with Membership Chair and President.
10. Coordinates June picnic arrangements with first vice chair.
11. Prepares all information for annual membership directory and coordinates proofing, printing and distribution process.
12. Other details as assigned.

Directors

1. Serves on Executive Committee, you have voting eligibility.
2. Attends the Board of Directors meetings as called by the president.
3. Provides advice, council and continuity for the Association.
4. Handles special assignments as requested by the president.

Committee Chairs - Appointed by the president to serve one (1) year. See ARTICLE VI, Section I. of WMA Bylaws.

Fellowship Chair

1. Serves as a member of the Executive Committee.
2. Responsible for getting name tags to tour/general meetings timely
3. Picks up meeting folder from Chamber secretary before the tour/general meetings.
4. (Folder contains: agendas, attendance rosters, guest name tags, pens, and money envelope.)
5. If unable to attend tour/general meeting, finds a substitute and advises secretary.
6. Handles the registration of members and guests at the membership meetings.
7. Promotes fellowship between members and guests at tour meetings.

8. Returns tour folder to secretary in a timely manner after tour/general meeting. (within 48 hours)
9. Advises secretary of any name tags needed or problems on a timely basis.
10. Responsible for the sound system set up and maintenance at tour/general meeting for which it is needed.

Auditing Chair

1. Serves as a member of the Executive Committee.
2. Audits the WMA financial records as maintained by the treasurer immediately after the close of the year and prior to the February executive committee meeting.
3. Reports results of audits to the executive committee at the February meeting.
4. Maintains Insurance as directed by the Executive Committee
5. Maintains By Laws and Executive Handbook

Legislative Chair

1. Serves as a member of the Executive Committee.
2. Keeps informed of legislative issues pertaining to manufacturing and business.
3. Gives a verbal report at the executive committee meeting of pertinent legislative issues which effect manufacturing.
4. Provides WMA secretary with a detailed, written report of this legislative material that can be added to the monthly tour/general meeting announcement.
(not possible every month, sometimes, no issue or no room in announcement)

Membership Chair

1. Serves as a member of the Executive Committee.
2. Inspires and challenges the executive committee and or general membership to increase WMA membership. (reminders, verbal encouragement etc.)
3. Coordinates with secretary with regard to new members: sending applications to prospective members or follow-up on newly approved members.
4. Makes calls if prospect not approved by executive committee for membership.
5. Introduces new members and company representatives at tour/general meetings.
6. Makes follow-up calls to members if someone drops or if there's a change in the membership listing.

7. Appoints committee members to assist in planning membership recruitment actions.

Prize Chair

1. Serves as member of the Executive Committee.
2. Obtains door prizes from the membership for all tour meetings and the picnic. (no prizes are given at the May out-of-town tour)
3. Communicates directly with secretary before each tour/general meeting to determine how many prizes pledged and makes calls and reminders to those assigned to bring a gift at that month's tour/general meeting.
4. Attends the tour/general meeting and administers the door prize drawing. This is done by asking all members present to drop their name badges in a box and then the names are drawn out.
5. Suggestion: you may need to purchase a few extra door prizes and bring with you in the event that only a few door prizes are brought to that tour/meeting. You are reimbursed by Treasurer.
6. Provides secretary with completed list of members' gifts after each tour/general meeting, so invoices can be sent to those who did not bring gifts. This is to be done the day after the tour/general meeting.
7. Calls delinquent members when no gift or check is received from them for their assigned month. Keeps in contact with secretary regarding these individuals.
8. Communicates directly with secretary of any problems or concerns with members regarding door prize assignments or invoices. (duplications, dropped memberships etc.)
9. If unable to attend tour/general meeting, finds a substitute, provides orientation to the substitute and advises secretary.
10. For June bingo and December Christmas party gifts, secures a check from WMA treasurer for the amount designated by executive committee.
11. Purchases June bingo prizes. Need a good variety of items for men or women. Also one large prize. You are responsible for getting them to the picnic.
12. Purchases door prizes for Christmas party, need a good variety of items, electronic ones are good, luggage, sports equipment etc. Need one grand prize (TV). You are responsible for getting them to the location of the Christmas party and displaying them. You will also emcee the drawing for prizes.
13. Suggestion: if you call ahead, often stores will give a discount since you are spending around \$1,000 (or whatever is budgeted). Keep receipts in case of a damaged item or a return.

Program Chair

1. Serves as a member of the Executive Committee.
2. Arranges for speakers for each in-town tour meeting.
3. First vice president arranges for the tours and can give you a schedule for upcoming tours.
4. No speaker needed for the out-of-town tour (usually in May) or June picnic.
5. Speakers should not use the evening to give a blatant sales pitch.
6. Communicates directly and in a timely manner (2 weeks prior to tour) with the publicity chair and the secretary on details of speaker.
7. Advises Public Address Chair of any needs with regard to sound system at all tour/general meetings and picnic.
8. Meets the speaker and makes them feel welcome at the tour/dinner meeting.
9. If you cannot be there, you must arrange for a substitute.
10. Makes sure that the speaker has a name badge at the dinner.
11. You will be on the agenda to introduce the speaker at the proper time.
12. Sends a thank you letter afterward.
13. Books entertainment for Christmas party (early), party is usually third Thursday of December.
14. In December, for Christmas party, ensures arrangements for entertainment are met: piano, microphones, risers etc.) Communicates needs directly to secretary. Introduces the entertainment at the Christmas party.

Publicity Chair

1. Serves as a member of the Executive Committee.
2. Responsible for getting communication out on upcoming WMA tour/general meetings. Information is provided by the Program Chair (usually at the Executive Committee meeting).
3. Communicates directly with secretary on information to be provided to media. Secretary helps proof and double checks information to be faxed to media.
4. Faxes to Wichita Business Journal ten (10) days prior to event, and The Wichita Eagle. See example attachment for a sample release.
5. Sends a news release to media, at the beginning of the year, regarding the appointment of new officers to WMA.
6. Maintains WMA web site and online presence
7. Reserves the venue for the annual Christmas party. Places the order for the food and ensures the entertainment is scheduled.
8. Reserves the Wichita Park Facility for the annual Barbeque and Bingo. Places the order for the food and ensures people are assigned to specific roles to bring supplies, call the bingo, invocation, set up, etc.
9. Reserves the facility and orders the food for the new membership social in the fall of each year. Location alternates each year between Rolling Hills Country Club and the WITS show at Century II.
10. Reserves the facility and orders the food for the WMA Scholarship presentation. Arranges to have a speaker of interest for the scholarship

recipients. The presentation is usually made at Rolling Hills Country Club and includes a welcoming table with our WMA table cover. Sends out a press release announcing the scholarship presentation to the Wichita Eagle and Wichita Business Journal.

Technical Education Chair

1. Serves as a member of the Executive Committee.
2. Maintains a point of contact with schools, colleges and universities in the area.
3. May appoint members to your committee to expand and strengthen committee membership. Include representatives from business.
4. Uses surveys and other data compiled by the Wichita Area Chamber of Commerce to create an interface between the requirements of manufacturers and educational institutions.
5. Solicits participation of membership and plans for a WMA speaker's bureau available to schools and other organizations.
6. Recommends educational legislative issues, for WMA lobbying and for placement on the Wichita Area Chamber of Commerce's legislative platform.
7. Recommends annual manufacturing oriented career awareness activity, target audience, budget and timelines.
8. Has authority to invite students and their teachers from area technical schools to attend monthly meetings as guests of WMA.

Scholarship/Contributions Committee (New in 1998) per BYLAWS, ARTICLE VI, SECTION 11.

1. Serves as a member of the Executive Committee.
2. Appoints members to Scholarship/Contributions committee.
3. Establishes policies for WMA contributions and reports to Executive Committee.
4. Establishes guidelines for issuing scholarships.
5. Works with budget committee regarding allotments.
6. Considers and assists in planning fund raising activities.
7. Coordinates the scholarship guidelines with the Technical Education Committee.

NOTES OF INTEREST

- Meeting Agenda items must be submitted to the Executive Secretary the Friday before the Executive Committee meeting on Wednesday.
- Executive Officers and Chairs pay for their monthly meeting lunches at the beginning of the year. The Chamber sends out an invoice to cover the cost of all the meals.
- All Executive Committee Officers and Chairs attend the regular monthly meetings held the first Wednesday of the month. RSVP regrets if you cannot attend.
- No Executive Committee meetings or tour/general meetings are held during the months of July and August. Except as called by the President.
- If you and your committee need a place to hold a meeting, even during the lunch hour, the Chamber usually has small rooms available. Call the secretary to see if she can arrange something for you.
- All Executive Committee Officers and Members should be continually mindful of recruiting new members to WMA and work toward the goal of building the network of relationships.
- Maintain and update written procedures and pass to next year's chairperson.

Committee Procedures

1. Committee positions are defined in Constitution and Bylaws and additionally in Executive Committee Handbook Duties for Officers and Committee Chairs. Refer to these two documents for specific duties and responsibilities.
2. Committee Chairperson is appointed by the President.
3. Committee Chairperson may appoint additional members to serve on the committee.
4. Hold committee meetings as needed.
5. Maintain minutes and documentation of committee meetings.
6. Present summary information to the Executive Committee and present any items that require approval.
7. Update committee procedures as needed.
Meet with coming year's chairperson to pass on procedures and information