



WNA President Responsibilities & Processes

The WNA President is responsible for coordinating the strategic direction of the board and WNA members; ensuring the basic principals of WNA are followed and supported at all times. The WNA President will demonstrate leadership for the WNA organization.

General Role:

- Minimum 1 year term
- Attend as many meetings as possible, be engaged in all meeting content and listen for opportunities for improvement.
- Demonstrate leadership and be willing to listen and collaborate on new ideas.
- Support all members of the WNA, as available, with leads, referrals, individual meetings and aid in their success.
- Be creative with new ideas to expand, increase and gain visibility for WNA (as a chapter and for individual members).
- Seek for continuous improvement in all aspects of our organization.

Specific Responsibilities:

- Run all WNA meetings, including board meetings
 - Make announcements
 - Keep the meeting moving along and keep everyone on track
 - Bring leads sheets
 - Make sure meeting starts and ends on time
- Manage the annual award program
 - Email WNA members the annual award program voting document in October. Members can either email it back or send it via email if they would like to remain anonymous
- Manage leads, referrals and outside communication
 - Bring leads sheets to meeting
 - Collect all yellow copies of the leads from the meeting
 - Track leads submitted through the WNA website to the appropriate person
 - Respond to inquiries sent to the WNA email account regarding their chapter
- Aligned Magazine
 - Submit chapter and member accomplishments quarterly
- Oversee goals, projects and events for WNA