



WNA Vice-President Responsibilities & Processes

The WNA Vice-President will act as a back up to the President and will ensure the strategic direction set forth by WNA and the board are supported. The WNA Vice-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 if the President is not present
 - Make announcements
 - Keep the meeting moving along and keep everyone on track
 - Bring leads sheets
 - Make sure meeting starts and ends on time
- Create, maintain and distribute meeting agenda
 - Be sure that next meeting information is updated
 - Send to President for any additions before the meeting
 - Create and send Evite to members one week prior to meeting with meeting agenda details
 - Create agenda based on current template and send through Yahoo Group (if applicable) two days prior to meeting
 - Members are responsible for printing the agenda and bringing to meeting