



WIDGHR 2020-2022 Executive Board Nominations Position Descriptions & Nomination Instructions

Nominations are now being accepted for the 2020-2022 slate of officers. Consistent with our bylaws, WIDGHR conducts biannual elections.

Our first step is in nominating eligible candidates. It is preferable that you first confirm with your nominee that they are willing to accept the position. All members in good standing* are eligible for the following positions:

- **President**
As Chief Executive Officer of the Chapter, the President shall be responsible to provide the leadership essential to the operations of the Chapter and the development of its future plans; ensure compliance with the Bylaws of the Women in Defense national organization, as well as the other rules and regulations of the National Defense Industrial Association and those of the Chapter; establish and maintain close and continuous cooperation and coordination with the national leadership in Defense and National Defense Industrial Association and its local chapter; establish and maintain close and continuous cooperation and coordination with local organizations with complementary goals and ethics of Women in Defense; protect the rights and interests of all Members of the Chapter; initiate such action as may be necessary to ensure the financial viability of the Chapter; and with the Board of Directors, establish Chapter policy and procedures and serve as the spokesperson therefor.
- **Vice President**
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 ex officio be a member of the Finance committee as well as the Communications & Publicity Committee. The Vice President shall act as the Board point of contact coordinator with all other committees and subcommittees. The Vice President is also responsible for the annual report to WID National.
- **Secretary**
The Secretary is responsible for maintaining all Chapter records, reports, and minutes of Officer and Board of Director meetings and is the Chapter interface with the Director of Chapter Affairs at WID International Headquarters. The Secretary is the official correspondent for the Chapter and shall submit such annual reports as may be required. The Secretary is ex officio a member of the Membership committee.



- **Treasurer**

The Treasurer is responsible for gathering, disbursing, and managing Chapter funds and is the custodian of Chapter reserves. The Treasurer shall receive and deposit all Chapter funds, disburse funds as authorized by the Chapter Officers, prepare the annual budget for review by the Board of Directors, prepare all financial reports, and maintain all tax records required of the Chapter operating as a nonprofit, tax-exempt entity.

* To be in good standing, annual membership dues must be paid in full. You can check on the status of your membership, or to pay dues, online at <https://www.womenindefense.net/> and login to your account.

Instructions

To nominate a candidate, please provide the information listed below and submit with your nomination. Self-nomination is also permissible. When submitting your nomination please include your full name, email, and cell number. Add “WIDGHR 2020 Nomination” to the subject line and email to elections@widghr.org.

- Name
- Title
- Company affiliation
- Phone Number
- E-mail
- Which position to which you are nominating them
- Provide a very brief biography and a headshot

Deadline Extended to Receive Nominations:

Due no later than COB Thursday, August 20, 2020. Ballots to vote will be sent via Constant Contact on Friday, August 21, 2020.

Electronic voting by all registered WIDGHR members in good standing will be starting on Monday, August 24, 2020, at 9:00 AM and close at 6 p.m. on Friday, September 4, 2020. Installation of officers will be announced thereafter. Due to COVID-19, the plans for the format of the installation of officers might be via live gathering with social distancing considerations or a virtual format are currently under discussion by the Board.