**Elected Board Positions: WEN Susquehanna Valley**

President**:** The President shall supervise and control the affairs of the chapter.The President shall perform all duties incident to such office and shall preside at all Board meetings and at all meetings of the membership and shall exercise parliamentary control in accordance with Roberts Rules of Order.The President may serve as an ex-officio member of all committees, unless otherwise provided by the Board.The President shall serve as Immediate Past President in the year immediately following her term as President.

Vice President/President-Elect: The Vice President shall perform all duties the President delegates to her. Upon the President's death, resignation, disability, or upon her absence or refusal to act, the Vice President also shall perform the President's duties unless the Board has designated another person as President. The Vice President shall perform the President's duties as long as the President's absence or disability continues. The Vice President shall chair the Nominating Committee. The Vice President also shall oversee the infrastructure, volunteer committees, and have ad hoc oversight of other board and committee positions, and consults with the board in developing future initiatives. The Vice President shall serve as President Elect and hold the office of President the year immediately following her election as Vice President.

Secretary: The Secretary shall perform all duties incident to the office of Secretary and such other duties as may be required by law. The Secretary shall be responsible for arranging the annual business meeting, and communicating with the membership about any special membership meetings, luncheons and other WEN SV events including, but not limited to: collecting reservations from the membership, providing an RSVP to the meeting facility, providing the Vice President and Treasurer with a reservation list, presiding over check-in, and providing name tags. The Secretary’s duties under this Section may be delegated to a contractor engaged by WEN National; however, the Secretary shall be responsible for oversight of any contractor to whom such duties are delegated. The Secretary shall be the custodian of WEN SV**’**s minutes and all other non-financial documents and property. She shall keep an accurate record of the proceedings of the annual business meeting, any special membership meetings, and all Board meetings, including a record of all votes cast in elections.

Treasurer: The Treasurer shall have charge and custody of all WEN SV funds and financial records, shall oversee and supervise the financial business of WEN SV, shall render reports and accountings to the Board on a monthly basis, or as required by the Directors, and shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by these bylaws, or which may be assigned from time to time by the Board. The Treasurer shall perform her duties under the general financial oversight of the Immediate Past President. The Treasurer shall compile an annual report covering the year's finances for presentation to the Board at the December Board meeting. She shall also prepare an annual budget for the current year for presentation to the Board at the February Board meeting. The Treasurer shall be responsible for the timely filing of WEN SV**’**s annual tax return and working with WEN’s accountants. Immediately upon the start of a new term or appointment of a new President, the Treasurer shall be responsible for filing Form 8822 notifying the Internal Revenue Service of the President's name and address. The Treasurer shall make all financial records, books, and annual reports available at the request of any Director for inspection and copying.

Social Media Director The Social Media Director is responsible for all digital outreach on social media platforms to WEN SV members and prospective members. This director is in charge of all social media, including updating and management of our Facebook, LinkedIn and Twitter accounts. She works closely with the Communications Director to share content such as events, photographs and items of interest to promote across the website and social media platforms.

Membership Director. The Membership Director shall maintain the membership database; field questions from new and existing members; develop and execute the WEN SV membership plan to retain and increase Chapter membership; contact potential individual and corporate members; initiate membership drives, and enhance and publicize membership benefits. The Membership Director will chair the Membership Committee and will assist with check-in at meetings and other WEN SV events.

Program Director. The Program Director shall support program development in line with WEN's short, mid and long-term strategies. The Director shall play a key role in program assessment, design and evaluation and daily operations of the Chapter events, including luncheons, networking events, special events and any webinars, and may participate in the planning of the national conferences and retreats on behalf of the Chapter. The Program Director shall be responsible for securing appropriate speakers and programs for the WEN SV events. She shall also obtain speaker gifts and write thank-you notes to the speakers at the events. The Program Director shall oversee the Luncheon Committee and the Charity Event Committee.

Directors at Large. Up to two Directors at Large shall assist the other Directors in their duties and may handle any other matters delegated by the President or the Board.