# OWIT EXECUTIVE OFFICERS

**KEY ROLES & RESPONSIBILITIES**

This document describes the Roles and Responsibilities of OWIT Executive Officer positions in accordance with OWIT’s bylaws. While comprehensive, this document provides a general overview. Additional responsibilities may be required or delegated to officers as needed.



The President is responsible for providing leadership as the Chief Executive Officer of the organization.

The President leads the organization in its establishment of goals, both present and future. The President should strive to identify and develop the talents of individual board members. The President promotes the organization’s interests to the members and the international trade and business community. The President is responsible for the general administration of the organization’s affairs and is responsible to the board of directors and to the members at large.

**Key Responsibilities:**

* With the assistance of the Executive Vice President, set board goals and direction.
* Guide and mediate Board actions with respect to organizational priorities and governance concerns.
* Call and preside over Executive Committee meetings.
* Call and preside over monthly or bi-monthly Board of Director meetings.
* The President is empowered to solicit and accept board member votes outside of regularly scheduled board meetings.
* Develop and distribute agenda for board meetings. Items to be added to an agenda must be submitted to the President prior to the distribution of the agenda. The President has authority to set deadlines for agenda submissions and to refuse submissions not received in a timely manner.
* Represent the organization in the international trade and business community and serve as the chief spokesperson for the organization.
* Appoint chairpersons of committees in consultation with other Board members.
* Fill vacancies on the Executive Board by appointment and approval of the Executive Board.
* Responsible for all official correspondence. Copies of all official correspondence must be forwarded to the Secretary.
* Evaluate annually the performance and recommend actions for the organization in achieving its mission.
* Set an example in terms of responsiveness to email and other inquiries.
* Perform other duties as the circumstances dictate and as required by the bylaws.
* Assist and guide the Treasurer in development of an annual budget based on the priorities and goals of the organization. Monitor financial planning and financial reports.
* Prepare a year-end report on the state of the organization for presentation to the board.
* Draft President’s Message for OWIT Newsletters.
* Sign legally binding agreements on behalf of OWIT.



The Immediate Past President provides support and guidance to the President, ensuring a

smooth transition in leadership and serves as ex-officio member of the Executive Committee.

## Key Responsibilities:

* Work with the President and Executive Vice President to develop goals for the organization and serve on an advisory role.
* Serve as a member of the Nominating Committee.



The Executive Vice President assists the President and is responsible for performing the duties of the President in her absence.

## Key Responsibilities:

* Assist and cooperate with the President in all her functions as requested. EVP must develop consensus with the President prior to taking action.
* Serve in the absence of the President, including presiding over meetings of the Executive Board and the Board of Directors.
* Perform other duties as circumstances dictate and as required by the bylaws.
* Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
* Assist the President in preparing the year-end report on the state of the organization.
* Serve as Chair of the Nominating Committee and oversee the fair and orderly process of nominations and elections to the Executive Committee.
* Assist the Vice President, Conferences on the organization and planning of the organization’s annual meetings and conferences.
* Serve as an ex-officio member of standing committees, ensuring that such committees operate to achieve their stated goals, objectives, and responsibilities.



The Treasurer serves as custodian of all organization funds and financial records. The Office of the Treasurer receives and disburses funds on behalf of OWIT. The Office of the Treasurer is responsible for compliance with federal, state and local tax and financial reporting rules and regulations. The Office of the Treasurer is responsible for the preparation of the annual operating budget.

## Key Responsibilities:

* Maintain all financial records in conjunction with the OWIT Bookkeeper, in accordance with generally accepted accounting principles.
* Regularly report to the board key financial events, trends, concerns, and assessment of the fiscal health of the organization, including facilitating external audits as needed.
* Maintain a checking and/or savings account as directed by the board.
* Work with General Counsel to prepare and file income tax returns if required and/or work with a professional who may be appointed by the board for this purpose.
* Assist General Counsel in preparing and filing annual reports with the Secretary of State, Washington, D.C.
* Take lead in development of compliance manual to support required filings with the IRS and Washington, D.C.
* Ensure all banking transactions are performed and invoices paid in a timely manner, with assistance of a bookkeeper or Assistant Treasurer.
* Advise the Vice President, Conferences on budgets for the Spring and Fall board meetings and annual conferences, ensuring that projections of expenses are sound and do not result in a financial loss for the organization.
* Prepare an annual budget to include projected budgets from committee chairs.
* Keep the President advised of financial strengths and weaknesses on a regular basis.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted during the last Executive Committee meeting of the calendar year.
* Perform other duties as may be assigned by the bylaws, President, or board.



The Assistant Treasurer assists the Treasurer to fulfill the duties of The Office of the Treasurer.

## Key Responsibilities:

* Work with the Treasurer to fulfill duties outlined above for The Office of the Treasurer.
* Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.



The Secretary is the custodian of the books and records of the organization, including the corporate seal, bylaws, policies and procedures. The Secretary is also responsible for ensuring the proper maintenance of board votes and minutes.

**Key Responsibilities:**

* Schedule and distribute notice of meetings to the Executive Committee and the board.
* Record minutes of all Executive Committee and board meetings, including maintaining accurate attendance records.
* Work with hired administrative staff to maintain secretarial records.
* Accurately record Executive Committee and board votes, retaining official records for the applicable retention periods.
* Respond to requests for examination of the organization’s books and records as required by law.
* Establish and maintain mechanisms for the retention of the organization’s books and records.
* The Secretary shall serve to oversee communication with the organization and assist in maintaining and updating records.



The General Counsel serves as the legal officer for the organization, providing legal advice and guidance

on all relevant issues.

## Key Responsibilities:

* Maintain legal documents and guide the Secretary on document retention requirements.
* Advise the Executive Committee and board on applicable legal requirements related to the organization’s operations, including but not limited to corporate governance, trademark laws, data protection and privacy laws, tax requirements for U.S. non-profit organizations, etc.
* Responsible for clarification of the bylaws and procedures when called upon by the President and/or the board.
* Advise the President on parliamentary procedure to facilitate orderly conduct of Executive Committee and board meetings.
  + Review and advise the President on all contracts and agreements. Reviews and approves contracts for the President's signature, including hotel and other contracts for the annual conference (working with the General Counsel and President).
* Amend the policy and procedures manual as required.
* Review chapter applications for admission into the organization and advise the Vice President, Chapter Development on completion of admission requirements.
* Act as a resource for chapters on compliance with legal requirements in their localities and OWIT International.
* Chairs the Policy & Procedures Committee, amending the bylaws as directed by the board and recommends changes to the board. Spearheads review as appropriate.
* Ensure checklists of legal requirements are performed on annual basis.



The Vice President, Chapter Development works to identify and develop new chapters, including assessing their long-term sustainability.

## Key Responsibilities:

* Serve as the primary contact for new chapter inquiries. Respond promptly to such inquiries, maintain contact, providing encouragement toward strong candidates for membership.
* Oversee the new chapter application process from start to board approval. Recommend for board approval chapter-candidates that have satisfied admission requirements set forth in the bylaws and Policies and Procedures manual.
* Develop and maintain documents to support chapter development, including the “Chapter in a Box” toolkit.
* Formulates an annual chapter development plan and reports to the board during its Spring and Fall Annual meetings.
* Collaborate with the Vice President, Chapter Support to ensure smooth transition of new chapters into the organization, including designation of mentoring with an established chapter.
* Provides reports (minimum quarterly, or more frequent as requested by board) regarding status of developing chapters and inquiries.
* Report to the full Board on committee decisions/recommendations.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The Vice President, Chapter Support works to strengthen chapter operations by facilitating the

sharing of best practices across chapters and increasing inter-chapter connectivity to reinforce the value of being part of a global network of chapters.

**Key Responsibilities:**

* Formulate an annual chapter support plan.
* Act as primary contact chapter requests for support.
* Provide training and orientation to new chapter leadership.
* Monitor chapter websites and social media and initiate regular communication with chapters to identify and address issues.
* Contact at least one chapter per month to touch base on issues, successes, and challenges.
* Initiate and lead the committee’s annual evaluation of performance of chapters and proactively contact chapters regarding concerns.
* Initiate and conduct an annual survey of chapters to collect data on and assess overall state of the organization, as well as to identify issues facing chapters.
* Report to the full Board on committee decisions/recommendations.
* Report on chapter support activities at each board meeting.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The Vice President, Conference and Meetings works to ensure Spring and Fall board meetings and OWIT conferences are a stunning success.

## Key Responsibilities:

* Organize the Spring and Fall board meetings and annual OWIT conferences with assistance of a committee established for this purpose.
* For Spring and Fall board meetings:
  + In consultation with the President, identify the venue, speakers, and agenda.
  + Collaborate with the VP Sponsorships to secure sponsorships for board dinners and other activities.
  + Collaborate with the VP Partnerships to identify opportunities for partner involvement.
  + Collaborate with VP Marketing and Communications to execute communications plans for enhancing participation of OWIT members and the public in events, as appropriate.
  + Ensure expenses do not exceed funds budgeted.
  + Work with the Treasurer/Asst. Treasurer to ensure payments and reimbursements are made in a timely manner.
* For OWIT Conferences:
  + Work with Conference/Board host committees to plan and implement the OWIT International Conference, including establishment of sub-committees for effective planning and execution.
  + Identify and recommend future host locations for the following year’s Conference.
  + Identify the budget needed to ensure the conference is a success in conjunction with the Treasurer and host chapter, including ensuring payments and reimbursements are made in a timely manner.
  + Develop and enhance conference partners along with the VP, Partnerships and host chapter.
  + Develop and enhance conference sponsorship packages along with the VP, Sponsorships and host chapter.



The Vice President Information Technology (IT) works to provide strategic direction and support on the

technology and tools the organization should adopt to increase its overall effectiveness and inter- chapter connectivity.

**Key Responsibilities:**

* Identify and introduce technology tools to strengthen the efficiency of OWIT’s operations.
* Make recommendations on use of new technologies for OWIT’s operations/activities.
* Serve as the OWIT Webmaster to maintain and update OWIT’s website.
* Help the VPs, Membership and Chapter Support to ensure access and efficient use of OWIT’s website by members.
* Collaborate with the VP, Programs to maintain current and timely content on the OWIT website, particularly on OWIT Webinars.
  + Manage organizational email account and communication to connect inquiries to the appropriate executive board member.
* Ensure OWIT’s website has adequate back-up and disaster recovery procedures and plans.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The VP, Marketing/Communications works to promote and market OWIT to the public, maintaining the value of OWIT’s brand by leveraging social media and other available technology. The VP, Marketing/ Communications is also responsible for internal communications within the organization and for external (public relations) communications.

## Key Responsibilities:

* Ensure production of an OWIT International newsletter at least 4 times a year.
* Prepare press releases to highlight OWIT activities and accomplishments; serve as primary contact for the media.
* Formulate and lead the execution of an annual marketing and communications plan to build brand awareness of the OWIT brand.
* Leverage social media (Facebook, LinkedIn, Twitter, YouTube, Instagram) to promote OWIT within the global community.
* Work with the VP, Chapter Support to strengthen the marketing and communications operations of chapters and include Chapter accomplishments in OWIT Newsletter.
* Work with the VP, Partnerships to promote partner benefits to OWIT members, and highlighting Partner accomplishments in the OWIT Newsletter.
* Report to the board on the progress of the marketing plans during the bi-annual Board meetings.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The Vice President, Member oversees the successful recruitment and retention of individual members in the organization.

## Key Responsibilities:

* Develop and execute strategies for recruiting individual members.
* Maintain an updated list of individual members, including working with the Treasurer/Asst. Treasurer to track dues payments.
* Execute strategies to ensure individual members are aware and take advantage of OWIT benefits.
* Collaborate with the VP, Programming to identify ways for individual members to serve as featured speakers in programs.
* Ensure individual members are incorporated in the OWIT distribution list and Identify ways to include them in OWIT activities.
* In partnership with the VP, Information Technology, conduct training for individual members to access and use the OWIT website.
* Develop and execute strategies for enhancing OWIT benefits to individual members.
* In collaboration with the Treasurer, periodically assess the individual membership dues levels and make recommendations to the Board for increases, as necessary.
* Report to the board on the progress of recruiting and retaining individual members.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The Vice President, Partnerships leads the engagement of partners to the organization.

## Key Responsibilities:

* Forge relationships with potential partners that complement OWIT’s mission and value to its members.
* Own the partnership relationship, ensuring it remains sustainable and beneficial to OWIT members.
* Establish the appropriate partner structure, specifying the roles and responsibilities of each party in the relationship.
* Consult with the General Counsel on formation of partnership agreements.
* Recommend partnerships for the board’s approval.
* Collaborate with the VP, IT to ensure approved partners are visible on OWIT’s website.
* Ensure partners are routinely communicated with and partnership agreements are being met.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The Vice Presidents, Programs leads the development and execution of the OWIT webinar series and other virtual programs.

## Key Responsibilities:

* Develop an annual program plan to include internal and external programs.
* Identify professional topics of interest to OWIT International members and the broader community for the OWIT webinar series.
* Identify and recruit credible speakers, including from among OWIT International members, as webinar presenters.
* Collaborate with the VP, Marketing/Communications to market and promote OWIT webinars and programs to the members and the broader community.
* Develop and execute strategies for revenue generation from OWIT programs, as appropriate.
* Collaborate with the VP, Partnerships to plan programs to leverage OWIT benefits offered by the partner.
* Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.



The Vice President, Sponsorships develops and executes strategies for fund development through sponsors.

## Key Responsibilities:

* Develop and execute sponsorship programs aligned with the organization’s fundraising goals.
* Maintain a list of sponsors and keep it updated.
* Direct the Treasurer/Asst. Treasurer on invoicing sponsors in accordance with terms of the sponsorship program.
* Collaborate with the VP, IT to ensure partners are visible on the OWIT’s website and updated accordingly.
* Work with VP Conference on sponsorship levels for conference.
* Assist in maintaining outreach and sponsorship tracking.
* Provide periodic reports to the Treasurer/Asst. Treasurer to incorporate sponsorship funds in budget reports to the Executive Committee and board.
* Consult with the President and other Executive Officers on activities benefiting from sponsors and engaging in solicitation of sponsors for said activities.