

# **WILIUG Steering Committee & Members-at-Large DUTIES**

## **TREASURER**

This officer is in charge of managing the bank account(s) of WILIUG. She/he will

- Collect membership applications and dues from institutions.
- Accurately record paid and unpaid members.
- Maintain accurate financial records.
- Make any payments on behalf of the WILIUG after approval by the WILIUG Steering Committee.
- Communicate with the Membership group about the current status of members.
- Turn over all Treasurer records and files to the next Treasurer.

## **SECRETARY**

This officer is in charge of maintaining and managing all record-keeping of the WILIUG Steering Committee. She/he will

- Accurately record minutes for all WILIUG Steering Committee meetings.
- Serve as custodian of any official WILIUG documents.
- Post meeting minutes in a timely manner to the WILIUG group and to the web contact.
- Make corrections to current minutes or any documents generated by the Steering Committee as needed.
- Maintain an up-to-date list of current members (working with the Treasurer or Membership group).
- Turn over all Secretary records and files to the next Secretary.

## **CHAIR ELECT**

This officer agrees to serve as the next Chair of WILIUG. She/he will

- Work closely with the Chair in all areas of WILIUG organization and planning.
- Serve as the main contact for all WILIUG program planning.
- Turn over all Chair Elect records and files to the next Chair Elect.

## **CHAIR**

This officer is in charge of coordinating all activities of the WILIUG group. She/he will

- Serve as the main contact for the WILIUG group.
- Work closely with the Chair Elect in all areas of WILIUG organization and planning.
- Oversee all major events of the WILIUG group and preside over all Steering Committee meetings.
- Communicate information to WILIUG members.
- Maintain the WILIUG web page (This task may be delegated to another person when necessary).
- Delegate duties as appropriate or necessary.
- Turn over all Chair records and files to the next Chair-Elect.

## **MEMBERS-AT-LARGE**

These individuals are responsible for coordinating and planning two WILIUG programs annually, working with the Steering Committee.

The entire Steering Committee will be involved in the planning of all WILIUG programs.