

ARTICLE X
DUTIES AND AUTHORIZATIONS OF OFFICERS

Section 10.01. Past-President.

The major duties of the Past-President shall be to:

1. Serve in an advisory role to the current President concerning continuing business from previous year.
2. Serve as co-chair for the Elections and Nominations Committee.
3. In the event of the vacancy of the Past-President, this office will remain vacant until the next election.

Section 10.02. President.

The major duties of the President shall be to:

1. Serve as chief executive officer of the Organization and preside at all meetings of the Organization, its National Council and the Executive Board.
2. Act as official spokesperson for the Organization.
3. Serve as ex-officio member of all committees.
4. Solicit candidates to fill officer vacancies.
5. Appoint chairpersons of standing and ad hoc committees.
6. Encourage all elected officers and chairpersons of committees to perform their respective duties.
7. Direct the Secretary to call meetings of the Organization, National Council and the Executive Board.
8. Perform such other duties as shall be imposed upon them by resolution of the National Council and/or the Organization.
9. Enforce observance of the Bylaws.
10. Sign agreements and/or appoint other agents to sign agreements obligating the Organization as consistent with these Bylaws and or established policies.
11. Make commitments for the Organization subject to ratification by a majority of the National Council.
12. Provide for the annual financial audit prior to the annual meeting.
13. Be sworn in and assume the duties of the Past-President upon completion of the one year term as President.

Section 10.03. Executive Vice-President.

The duties of the Executive Vice-President shall be to:

1. Assist the President in the conduct of activities of the Organization.
2. Temporarily perform the duties of the President when the President is absent.
3. Complete the unexpired term of the President in the event that a vacancy occurs.
4. Provide expertise in the resolution of formal questions concerning the method and conduct of meetings of the Organization in accordance with "Robert's Rule of Order."
5. Serve as a co-chair of the Audit Committee.
6. Ensure training in "Robert's Rule of Order" is provided annually.
7. Make commitments for the Organization subject to ratification by a majority of the National Council.
8. Be sworn in and assume the duties of the President upon completion of the one year term as Executive Vice-President.

Section 10.04. Vice-President.

The major duties of the Vice-President shall be to:

1. Assist the President in the conduct of activities of the Organization.
2. Complete the unexpired term of the Executive Vice-President in the event that a vacancy occurs.
3. Act as a liaison between the National Council and the chairpersons of the standing and ad hoc committees.
4. Oversee all Committees; develop a plan of action on operations with all Committee Chairs, provide regular committee progress reports to the National Council; develop a communication plan that provides for efficient flow of information between this office and the Committee Chairs.
5. Be sworn in and assume the duties of the Executive Vice-President upon completion of the one year term as Vice-President.

Section 10.05. Treasurer of Finance.

The duties of the Treasurer of Finance shall be to:

1. The primary function of the treasurer of finance is financial oversight of WIN's annual budget.

2. Submit the organizations' annual budget to the national council for approval.
3. Serve as co-chair of the Finance Committee.
4. Have custody of all funds of the Organization that shall be deposited in savings and checking accounts in a bank approved by the National Council.
5. Maintain a complete and accurate accounting of all funds of the Organization.
6. Maintain disbursements and withdrawals by checks signed by an officer of the Organization.
7. Verify that all expenditures are in accordance with the organization's annually approved budget.
8. Submit a report at each regular meeting of the Organization that covers receipts, expenditures, and balance of funds on hand.
9. Serve as primary contact to prepare reports and complete proper forms in a timely manner to be submitted to the IRS and Secretary of State in order to maintain non-profit status.
10. Make a full financial report at the end of each calendar year, with copies circulated to the membership.
11. Be bonded by the Organization.
12. Prepare records and financial statements according to Generally Accepted Accounting Principles (GAAP).

The Treasurer of Finance will not enter into contracts on the behalf of the organization or sign any withdrawals by checks or indebt the organization in any way.

Section 10.06. Treasurer of Membership.

The duties of the Treasurer of Membership shall be to:

1. Properly collect membership dues. Proper collection of dues shall include the annual issuance of bills for collection to all members for subsequent year dues no later than December 1st of each year, the collection of dues from new members, and the issuance of a receipt to members having paid membership dues.
2. Serve as an official member of the National Council and the Executive Board.
3. Serve as co-chair of the Membership Committee.
4. Make a full membership report at the end of each calendar year.
5. Be bonded by the Organization.
6. Record minutes of any meeting of the Organization, (In the absence of the Secretary),
7. Develop a database that lists members by state and region and other information as needed by the Regional Representatives and the National Council. On a quarterly basis and as requested, provide a current membership list to the Regional Representatives and the National Council.
8. Prepare records and financial statements according to Generally Accepted Accounting Principles (GAAP).

Section 10.07. Secretary.

The major duties of the Secretary shall be to:

1. Conduct such correspondence as the President of the Organization may direct.
2. Notify members, through the Regional Representatives, of general or special meetings.
3. Serve as a member of the National Council and the Executive Board.
4. Prepare and have distributed to members of the National Council and standing committees copies of the minutes of each of the meetings of the Organization and copies of other material as deemed necessary by the President.
5. Keep accurate and complete records of all proceedings of the Organization, National Council, and Executive Board in the "Minute Book" of the Organization and be responsible for their preservation. When approved, these records shall serve as the official Minutes of the Organization.
6. Work closely with the Treasurer of Membership to determine those eligible to participate in business actions of the Organization.
7. Serve as co-chair of the Communications Committee.

Section 10.08. Regional Representatives.

The major duties of each Regional Representative shall be to:

1. Serve as an official member of the National Council.
 2. Represent membership in their respective administrative regions at national council meetings.
 3. Inform the membership in their respective administrative regions of general and special meetings of the Organization.
 4. Present issues and concerns from members within their administrative regions to the National Council.
 5. Provide recommendations on policy and procedures to assist members in their region to voice issues, comments, and concerns to the National Council.
 6. Develop and maintain working relationship with members of their region in cooperation with NRCS Federal Women's Program Managers.
- Serve as a member of the Membership Committee.