



SAMPLE POSITION DESCRIPTIONS FOR WAKA DIVISION OFFICERS, DIRECTORS, AND COMMITTEE CHAIRS

WAKA Division President

Term: End of Previous Season until End of Current Season

Selection: Automatic succession to position from the Division Vice President/President-Elect position.

Reports and Documents: Shall be the "caretaker" of official Division Policies and be responsible for their provision to new board members and officers. Shall, in cooperation with the Division Secretary, develop and deliver meeting agendas prior to each meeting. Shall create a brief season report at the last Board of Directors meeting for use by the next Division Board and shall forward a copy to the WAKA National Organization.

Responsibilities and Duties:

- 1) Shall preside over all Division Board of Directors meetings. Shall conduct meetings according to Roberts Rules of Order and perform all duties prescribed in the Division's Constitution and By-Laws, Division's Manual/Policy Book, WAKA Division Affiliation Agreement, and WAKA Handbook such that the Division's affairs are effectively and efficiently performed.
- 2) Shall execute the provisions of the Division's By-Laws, the WAKA Division Affiliation Agreement, and the Division's Policies.
- 3) Shall act as the principal spokesperson for the Division.
- 4) Shall provide leadership to the Division Board of Directors by advising, communicating, informing, and suggesting actions and policies deemed proper to advance the goals and programs useful to both WAKA and the Division.
- 5) Shall appoint the Division Board of Directors and Committee Chairs.

Season Report Content: Put together at the last Board of Director meeting – it shall include an evaluation of the highlights of the season. Include accomplishments for the season, evaluations of committee activities, and recommendations for future division administrations. A written/electronic copy of the full report shall be included in the minutes of the final meeting and also sent to WAKA National.

Division Vice President/President-Elect

Term: End of Previous Season until End of Current Season

Selection: Elected by majority of Division Board of Director members present and voting at the first meeting of the season.

Reports and Documents: Any reports assigned or requested by the Division President or Board of Directors.

Responsibilities and Duties:

- 1) Shall preside over Division Board of Director meetings in the absence of the President.
- 2) Shall assist the President in the execution of his/her duties and responsibilities as requested.
- 3) Shall promote and oversee committee activities on behalf of the President and Board of Directors.
- 4) Shall succeed to the duties of the President in the event of the unavailability of the President.
- 5) Shall automatically succeed to the position of Division President at the end of current season.

Note: In many WAKA Divisions the Vice President/President-Elect also serves as chairperson of the Registration Committee.

Division Secretary-Treasurer

Term: End of Previous Season until End of Current Season

Selection: Elected by majority of Division Board of Director members present and voting at the first meeting of the season.

Reports and Documents:

- 1) Meeting agendas: Meeting place and time, subjects and issues for discussion, to be delivered to all Board of Director members before each meeting with approval of the Division President. Must attach prior meeting's minutes.
- 2) Meeting minutes: Keep a record of discussions and activities at Board of Director meetings.

- 3) Division minute book: A chronological record of all Division meeting minutes.
- 4) Division Policies: A subject matter record of all successful Boad policy wordings and votes. Kept and coordinated with the Division President.
- 5) Shall assist the Division President in development of a Season Budget to the extent requested by the President for presentation to the Board of Directors at the second meeting of the season.
- 6) Shall maintain a transactions ledger in which all financial transactions of the Division shall be recorded.
- 7) Shall provide a Secretary-Treasurer report at the beginning of all Division Board of Director meetings noting the financial status of the Division.
- 8) Shall, along with the Division President, serve as the main contact for all financial issues with the WAKA National organization.
- 9) Shall submit a season financial report at the final meeting which reflects the results of operations for the season and which is included in the President's Season Report.

Responsibilities and Duties:

Completion and maintenance of the above reports and documents and shall implement and administer the fiscal policy of the Division.

Meeting Minutes Contents: Shall include date, place, time, Board of Director members present and those absent, others present, brief descriptions of subject matter and Division business discussed. Shall explicitly record all motions and voting actions.

WAKA Division Policies: A collection of the official wording of all Division policies passed by Division actions.

Division Past President

Term: End of Previous Season until End of Current Season

Selection: Automatic succession to position from the Division President position

Reports and Documents: Any reports assigned or requested by the Division President or Board of Directors and to which the Past President agrees to perform.

Responsibilities and Duties:

- 1) Shall provide leadership to the Division Board of Directors by advising, communicating, informing, and suggesting actions and policies deemed proper to advance the goals and programs useful to both WAKA and the Division.
- 2) Shall perform other duties in the capacity of a member of the Division Board of Directors.

Division Director (Member of the Division Board of Directors)

Term: Serves at the pleasure of the Division President and not past the end of the current season without reappointment by the new Division President. Usual appointment lasts from the end of the previous season until the end of the current season.

Selection: Appointed by the Division President

Reports and Documents: Shall receive from the Division President and other officers such reports as their duties prescribe including budget/financial, schedules, and newsletters. Shall prepare such special reports as directed by the Division President or occasioned by committee positions or special duties.

Organization: The Board of Directors shall be constituted of the President, Vice President/President-Elect, Secretary-Treasurer, Past President and about eight Board members, all with equal voting powers.

Responsibilities and Duties:

- 1) Shall act in accordance with the Division's Constitution and By-Laws, Division's Policies, WAKA Division Affiliation Agreement, and WAKA Policies.
- 2) Shall support national and regional WAKA activities.
- 3) Shall provide policy direction under the leadership of the Division President concerning budget, activities, games, newsletter, and other appropriate Division matters.
- 4) Shall be active in Division affairs, attending Division activities, Board of Director meetings, and overseeing Division committees.
- 5) Shall approve and adopt a season budget.
- 6) Shall adopt plans and goals for the season and strive to achieve and surpass those goals.

Division Committee Chairperson

Term: Serves at the pleasure of the Division President and not past the end of the current season without reappointment by the new Division President. Usual appointment lasts from the end of the previous season until the end of the current season.

Selection: Appointed by the Division President

Reports and Documents: Final Committee Report and Evaluation to be submitted to the Division President when requested and no later than the last meeting of the season.

Organization: The Chairperson shall accept committee membership recommendations made by the Division President and shall appoint all members of the committee.

Responsibilities and Duties:

All responsibilities and duties shall rest with the entire committee, which shall also be responsible for the planning and execution of its activities.

1) Responsibilities and duties might include: arranging committee meetings; securing locations for games, events, etc.; making necessary arrangements with location facilities; providing copy to the newsletter and Division Tournament Program; contacting committee members, and other participants; making arrangements for proper announcement of activities to Division and others; coordinating collection of data, user fees, advertisement revenue, etc.

2) Season Report: Shall review and evaluate committee activities, objectives, successes, and defeats. Shall make recommendations for the future, and include any other information as desired by the Division President, Board of Directors, and Committee Chairs and members.