



# ROLES & RESPONSIBILITIES

*Volunteering is open to WQA Members Only*

## CHAIRPERSON

- 2 to 3-year term
- Approve agendas and minutes
- Facilitate meetings, lead discussion and guide harmonious work
- Appoint task force chairs
- Make all final decisions on roster selection for voting or non-voting members and observers
- Monitor roster participation to develop recommendations for volunteer group and board succession planning
- Appointed by the President

## VICE CHAIR

- 2 to 3-year term
- The vice chair will support the chair and/or fulfill the chair's duties in their absence
- Appointed by the President

## BOD Liaison

- 1-year term
- The BOD liaison maintains same duties as all other volunteer group members
- Plus, any specific BOD efforts, including but not limited to aiding the chair in direction of strategic plan and seeking out BOD farm team candidates
- Give updates to the BOD in-person at WQA Convention and MYLC
- Appointed by the President

## VOTING MEMBER

- 3-year term with potential to renew one time
- Able to volunteer time for meetings
- Contribute to discussion at meetings
- Participate in in-person meetings at the annual WQA Convention and Mid-Year Leadership Conference
- Act as spokesperson for the volunteer group upon request
- Members can serve in 2 voting positions at a time. One of these positions may be serving on the Board of Directors

## NON-VOTING MEMBER

- 1-year term with potential to renew
- In general, maintain the same duties listed for voting members, except they do not cast a vote
- Position focused on engaged participants seeking a voting member position in the future

## OBSERVER

- 1-year term with potential to renew
- receive meeting notifications unless there are sensitive topics where it is deemed necessary to restrict to voting members only
- Comments from observers will be solicited by the chairperson during discussions
- Position focused on learning about the volunteer group and listening to updates