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WORCESTER WORLD AFFAIRS COUNCIL

Roles & Responsibilities of Leadership

July 11th, 2023.

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Worcester World Affairs Council (WWAC).

Roles & Responsibilities of Leadership.

A. Introduction.

The 'Roles & Responsibilities of Leadership' Document is designed to:

- 1) Make the duties & responsibilities of the Leadership of the Worcester World Affairs Council (WWAC) straightforward & forthright.
- 2) Ambiguity in the Leadership's roles & responsibilities is minimized.
- 3) Communication among the Leadership as well as the Leadership & the Members of the WWAC is facilitated.
- 4) Streamline the work flow processes.
- 5) Better inform the membership, so that potential leadership candidates are identified & will volunteer.
- 6) Develop an institutional memory which will make the transitioning of leadership, an easy undertaking.
- 7) Make the task of getting more people volunteering for leadership roles easier.
- 8) Enhance the interest in the WWAC & increase its membership.
- 9) Encourage organized turnover, foster diversity & transparency, which is healthy.
- 10) Ensure compliance with the WWAC Bylaws.
- 11) For additional details, please see the Document "Work flows & Operating Procedures for Leadership".
- 12) This is a living document & it will be changed when circumstances so demand it.

B. Election & Terms in Office.

No.	Leadership	Initial Term	Final Term
1.	President	2 Years	Not Applicable
2.	Vice President	2 Years	Not Applicable
3.	Clerk	2 Years	2 Years
4.	Treasurer	2 Years	2 Years
5.	Chair, Membership Committee	2 Years	2 Years
6.	Chair, Nominations Committee	2 Years	2 Years
7.	Chair, Speakers Committee	2 Years	2 Years
8.	Communications Coordinator	2 Years	2 Years
9.	Students Coordinator	2 Years	2 Years
10.	At-Large Members	2 Years	2 Years
11.	Technology Advisor (Non-elected)	2 Years	2 Years

Notes:

- 1) The following individuals are named as ‘Officers’: President, Vice President, Clerk & Treasurer.
- 2) The following individuals are included in the ‘Leadership’: President, Vice President, Clerk, Treasurer, Chairs of the Membership, Nominating & Speakers Committees, the Coordinators of Communications & the Students, the Technology Advisor & the At-Large members of the Board.
- 3) In the event of an emergency or illness or other unforeseen circumstances, replacements for those positions are to be carried out as follows:
 - a) **President:** The Vice President shall assume the position of President & will serve the remainder of the President’s term following which she/he will be eligible to then serve a two-year term as the President.
 - b) **Vice President, Clerk & Treasurer:** The President, in consultation with the Chair of the Nominating Committee, shall appoint someone to serve the remainder of the Officer’s term.
 - c) **Committee Chair or Coordinator:** In consultation with the Chair of the Nominating Committee, the President will appoint another member of the Committee or a WWAC Member to serve out the remainder of the Chair’s or the Coordinator’s term. The position of Chair or Coordinator shall be filled for the full term when the all the Chairs & Coordinators are appointed in July of each year.
- 4) The outgoing Committee Chair or Coordinator should not serve on it as a member or an ‘emeritus’ member.
- 5) Override option to term limits: A capable & willing Officer, Chair or Coordinator may be excused for one year from the term limit, with a 2/3 vote of the Board, provided someone else is willing to fill that role.

C. Board of Directors.

- 1) The business of the WACA shall be directed by the Board of Directors (hereafter referred to as the 'Board').
- 2) The Board is responsible for the overall functioning of the WWAC.
- 3) It achieves this by delegating responsibilities to its various Committees, who report to the Board on a regular basis.
- 4) The Board:
 - a) Ensures that the WWAC organization is in general compliance with the policies of The World Affairs Council of America (WACA).
 - b) Monitors & receives reports from the various Committees, Coordinators & the Technology Advisor.
 - c) Reviews membership trends & approves membership fees.
 - d) Monitors the fiscal health of the WWAC & approves its budget.
 - e) Participates in videoconference meetings & Hybrid (by in person & videoconference) meetings of WWAC, utilizing Zoom or other teleconferencing software.
 - f) Actively promotes the WWAC within the Greater Worcester community & beyond.
 - g) Fosters a culture of teamwork, respect, acknowledgement, inclusivity, transparency & participation.

D. President.

- 1) **Term: Two years.**
- 2) The President is responsible for the management of the WWAC, as well as the establishment & coordination of the various Committee Chairs, Coordinators & Technology Advisor.
- 3) Functions as Chair of the WWAC Board & its Executive Committee.
- 4) Ensures that the WWAC functions within the scope of its Bylaws & policies & fulfills its mission.
- 5) Represents WWAC:
 - a) Interacts with the WACA on all matters as appropriate.
 - b) Maintains contact with other WACA Councils as may seem desirable.
 - c) Attends the WACA national conferences, when possible.
 - d) Keeps abreast of special offers by the WACA for Speakers or special opportunities & conveys them to the Speakers Committee & to the membership of the WWAC.
 - e) Interacts with the Central Massachusetts community.
- 6) Presides at the meetings of the WWAC where a guest Speaker has been invited.

- 7) Selects those individuals who will sit with him/her & the Speaker during dinner.
- 8) Is invited to attend meetings of the various WWAC Committees & provides input.
- 9) Works with the Vice President, the Committee Chairs, Coordinators & Technology Advisor of the Board.
- 10) Ensures that the WWAC is a transparent organization, & that all relevant information & data is available to WWAC members & the community on the WWAC website.

E. Vice President.

- 1) **Term: Two years, after which the Vice President runs for election as President.**
- 2) In the absence of the WWAC President, assumes the responsibilities accorded to the President of WWAC.
- 3) Serves as a member of the Board & its Executive Committee.
- 4) Supports the WWAC President & assumes responsibility for special projects as they become necessary.
- 5) Works with the President, the Committee Chairs & Coordinators to help fulfill their responsibilities.
- 6) When invited, attends meetings of the various Committees & provides input.
- 7) Maintains a position as Committee Chair or Coordinator during her/his tenure as Vice President.

F. Clerk.

- 1) **Term: Two years with a possible extension for two years.**
- 2) Serves as a member of the Board & its Executive Committee.
- 3) Records all transactions of the Board & issues Board meeting notes to the President after each meeting.
- 4) The Clerk maintains:
 - a) All records as specified in the Bylaws & all updates.
 - b) The 'Roles & Responsibilities' Document & all updates.
 - c) The 'Operating Procedures & Work Flows' Document & all updates.
 - d) The minutes of all meetings of the Board.
 - e) The names & the addresses of all the Directors & Officers.
 - f) Each record of the Annual meeting on the Secretary of the Commonwealth website.
 - g) All filings, including the WWAC Business Certificate with City of Worcester.
 - h) Legal documents, including copies of Articles of Incorporation, name changes & tax-exempt status.
 - i) All regulatory & legal filings as listed in the "Operating Procedures & Work Flows" document.

G. Treasurer.

- 1) **Term: Two years with a possible extension for two years.**
- 2) The Treasurer also serves as the Bookkeeper of WWAC.
- 3) Serves as a member of the Board & Executive Committee.
- 4) Maintains the income statement (budget) & balance sheet.
- 5) Presents periodically to the Board on the financial position of WWAC.
- 6) Handles all financial accounting of operating activity.
 - a) Responsible for all banking, credit card & investment activity.
 - b) Receives & deposits physical checks (when necessary).
 - c) Arranges for payment for services.
 - d) Reconciles all payments to & from WWAC
 - Income from Memberships & Meeting/Dinner fees
 - Expenses including payments to the Worcester Club, all services & hospitality costs, & equipment purchases.
- 7) Prepares & files federal & state tax filings.
- 8) Annually coordinates input with department heads & the president, & prepares a budget for approval by the Board at the annual meeting.
- 9) Ensures that the President & Treasurer are signatories on bank accounts.
- 10) Collaborates with the Chair of the Membership Committee on the membership roster.
- 11) At the end of the fiscal year, coordinates with the Students Coordinator to bill the participating colleges for Student Membership participation.

H. OFFICERS, COMMITTEE CHAIRS & COORDINATORS.

I. General.

- 1) Ensure that the Committees & the Coordinators are in compliance with the WWAC Bylaws.
- 2) Provide recommendations to the Board for approval.
- 3) Receive direction from the President.
- 4) Implement procedures in their specific areas of responsibility & establish procedures for conducting Committee business.

- 5) Each Committee Chair & Coordinator shall file an annual report with the President which shall include a summary of the business conducted during the previous year & any policy recommendations which the Committee may have proposed. Upon request, summary reports shall be available for inspection by all members of the WWAC.
- 6) Committee meetings:
 - a) Shall meet at least once during each year.
 - b) Meetings will be called by the Committee Chair or a Coordinator.
 - c) An agenda for each Committee meeting shall be prepared by the Chair of the Committee & distributed to its members, including the President, in advance of the meeting, together with relevant supporting materials.
- 7) The President of the Council is an invited guest at all Committees without voting rights.
- 8) The establishment of new Standing Committees & abolition of existing Standing Committees requires approval by the Board.
- 9) All Committees & Coordinators should see details regarding their responsibilities in the “Operating Procedures & Work Flows” Document.
- 10) All Committee Chairs, Coordinators & their members should comply with the Mission, Vision & Values statements that foster a culture of teamwork, respect, acknowledgement, inclusivity, transparency & participation, as outlined in the Bylaws.

II. Executive Committee.

- 1) The President of the WWAC serves as the Chair of the Executive Committee.
- 2) In the event of an emergency, the Executive Committee has the power to act in place of the WWAC Board.
- 3) Reports to the Board, any actions taken during such meeting.

III. Membership Committee.

- 1) **Term of Chair: Two years with a possible extension for two years**
- 2) The Chair serves as a member of the Board.
- 3) Handles all matters related to WWAC membership, including:
 - a) Maintains membership databases, including new members & past members.
 - b) Distributing & collecting badges at meetings.
 - c) Categories of members: Member, Young Adult (less than 45 years) or Student.
 - d) Contacts the Worcester Club with matters related to the attendance at dinner Meetings of WWAC.
- 4) Sends meeting related & other announcements from the President to the membership.

- 5) Provides the Board with updates on the status of membership, including that of monitoring membership trends.
- 6) Works with the Communications Coordinator to develop strategies for increasing membership, including personal contacts, website & social media.
- 7) Adheres to any membership limits established by the Board or as required by fire safety laws by the venue where the meetings take place.
- 8) Responds to membership inquiries.
- 9) New members:
 - a) Sends an email, welcoming them to the WWAC & sends them a copy of the upcoming meeting notice.
 - b) For in person meetings: Assigns members of the Membership Committee to meet new members at their first meeting, & introduces them to existing members.
 - c) Are introduced by The Membership Committee Chair at the start of each meeting.
 - d) Potential members are also welcomed as guests & are introduced at the start of each meeting.
- 10) For members who have not renewed their membership, the Chair or a member of the Committee contacts & reminds them to restore their membership.
- 11) Before the start of each fiscal year, in collaboration with the Treasurer, recommends annual membership dues to the Board.

IV. Nominating Committee.

- 1) **Term of Chair: Two years with a possible extension for two years.**
- 2) The Chair serves as a member of the Board.
- 3) In addition to the Chair, the Committee shall comprise of:
 - a) The Vice President.
 - b) The Clerk.
 - c) One representative of the WWAC membership, appointed by the aforesaid members.
- 4) The nominating process, occurring annually & not triggered by a vacancy, is suggested to be as follows:
 - a) An email is sent to the WWAC to the membership in April calling for nominations & personal interests in that position, along with a brief resume.
 - b) The nominations with the candidates' resumes, are received.
 - c) The nominees are interviewed by the Chair & members of the Nominating Committee.
 - d) The final nominees are approved by the Board.
- 5) The Nominations process is completed at the Annual Meeting of the Board, in July of each year.

V. Speakers Committee.

- 1) **Term of Chair: Two years with a possible extension for two years.**
- 2) The Chair serves as a member of the Board.
- 3) The Committee meets several times each year at the direction of the Chair, to develop a list of Speakers & possible areas of interest to the WWAC membership. The meetings are held in a fashion so that enough lead time (3-4 months) is given to the Speakers, in order that the schedules of the Speakers, the WWAC & the Worcester Club can be synchronized.
- 4) Prior to this meeting, the following actions are taken:
 - a) Suggestions are obtained from those members who go to the Annual Meeting of the WACA.
 - b) An email is sent to all members of the WWAC asking for recommendations of Speakers & topics.
- 5) Holding additional meetings as necessary, the Committee discusses & agrees on the topics & Speakers for the monthly sessions held in September through June of each year.
- 6) Handles all matters related to recruiting speakers for the WWAC meetings, including meeting schedules with attention to availability of The Worcester Club, national or religious holidays & other local events which might have a conflict with the scheduled meetings.
- 7) Arranges for the Speakers' travel, itinerary & lodging.
- 8) In consultation with the Treasurer, sees that the Speakers are reimbursed for reasonable costs of travel.
- 9) Arranges for the sale of books authored by Speakers when necessary.

VI. Communications Coordinator.

- 1) **Term of Coordinator: Two years with a possible extension for two years.**
- 2) The Coordinator serves as a member of the Board.
- 3) Appoints other members of WWAC, either on a permanent or temporary basis, as necessary.
- 4) Serves as the point person for Public Relations for WWAC.
- 5) Develops strategies for recruiting & retaining new members, using personal contacts, the website & social media.
- 6) Works with the Chair of the Membership Committee to develop & implement those strategies.
- 7) Works with the WWAC President to ensure that members & others are kept informed about recent & future WWAC activities.

VII. Students Coordinator.

- 1) **Term of Coordinator: Two years with a possible extension for two years.**
- 2) The Coordinator serves as a member of the Board.
- 3) Appoints other members of WWAC either on a permanent or temporary basis, as necessary.
- 4) Is aware that the WWAC:
 - a) Partners with a number of Worcester colleges to offer complimentary Student Memberships.
 - b) Provides access to programs sponsored by the WACA, including its annual National Conference & Summer Internships.
- 5) Contacts the colleges to initiate selection of Student members for the following academic year.
- 6) Ensures that the Students have the opportunity to meet the Speakers at the beginning of each meeting, dine with members, attend the presentation & contribute to the discussion.
- 7) Nominates Student members for attendance & participation in the National Conference & other appropriate opportunities, & forwards the finalists names & their contact information to the Board for approval.
- 8) Keeps track of Student attendance at the WWAC meetings & works with the WWAC Treasurer to invoice the colleges for Student meals, which is done at the end of the academic year.
- 9) Contacts recent graduates she/he deems worthy of participating in the Young Adult or Student Alumni program.

VIII. Technology Advisor.

- 1) **Term of Technology Advisor: Two years with a possible extension for two years or more.**
- 2) The Technology Advisor serves as an invited guest at the Board meetings.
- 3) Is responsible for the WWAC website, including the overall content, design, maintenance & updating; in effect serving as its Webmaster.
- 4) Receive & responds to emails addressed to info@worldworchester.org. Replies or forwards communications to the President or others as appropriate.
- 5) Posts information about upcoming events, including speakers, topics & dates, provided by the Speakers Committee.
- 6) Communicates with WACA for WACA to post WWAC meetings on their website.
- 7) Responds to any website based or email inquiries about the WWAC or forwards such inquiries as appropriate to other Committees or Groups.

- 8) Maintains electronic payment systems & ensures adequate flow of information to the Treasurer, Membership Committee Chair & other individuals as appropriate.
- 9) For in person meetings:
 - a) Communicates with the speaker before each meeting as necessary to review audiovisual requirements.
 - b) Arranges & tests audio-visual equipment before each meeting.
 - c) Monitors the functions of the audio-visual equipment during the meeting.
- 10) For videoconference & hybrid (in person & videoconference) meetings:
 - a) Communicates with the speaker before each meeting as necessary to review audiovisual requirements.
 - b) Arranges & tests audio-visual equipment before each meeting.
 - c) Serves as the 'Host' for each meeting.
 - d) Monitors the functions of the audio-visual equipment during the meeting.

Approval.

Approved by the WWAC Board of Directors	
Approved	
	July 11 th , 2023.
Supersedes	January 31 st , 2020.
	March 29 th , 2022.