
JOB DESCRIPTIONS

- **President**
 - Act as a spokesperson for the organization.
 - Communicate with prospective new members.
 - Assist in soliciting permanent sponsors.
 - Chair the meetings.
 - Develop agenda for telephone conference calls, pre-conferences and board meetings.
 - Ensure appropriate preparation. Prepare and circulate agenda with written background information in advance. Ensure the people responsible for agenda items know their role.
 - Evaluate the meeting: Get the input of Board Members on what went well and what needs improvement, and use this to alter procedures, change the method of Chairing and plan future board meetings.
 - Follow-up with people assigned to do tasks.
 - Work with the Board on By-laws and Finance.
 - Work in partnership with all Board Members to make sure board resolutions are carried out.
 - Appoint special committees as needed.
 - Appoint all committee chairmen and committee members with recommendations from the board.
 - Assist chairmen of committees in planning agenda for committee meetings.
 - Inform new and old board members of their responsibilities.
 - Carry out directives from WACS.
 - Write articles for WACS.
 - Monitor financial planning and financial reports.

- **Past-president**
 - Attend, as a voting member, all WACS Board meetings.
 - May be assigned special tasks on behalf of the Board.
 - Work with the Board on By-laws and Finance.
 - Assist with planning for the Congress.
 - Share knowledge and experience.
 - Serve as advisor to the Board.
 - Write articles for WACS.
 - Assist in soliciting permanent sponsors.

- **Honorary president**
 - Attend, as voting member, all WACS Board meetings.
 - Work with the board on By-laws and Finance.
 - May be assigned special tasks on behalf of the Board.
 - Serve as advisor to the Board.
 - Look after nominations for Honorary Membership and come with recommendations to the board for this title.

- Assist in soliciting permanent sponsors.
 - Assist with planning for the Congress.
 - Write articles for WACS.
- **Vice-president**
- Attend, as a voting member, all WACS Board meetings.
 - Report to the Board.
 - Work closely with the President and other board members.
 - Develop and implement officer transitions plans with the President.
 - Perform other responsibilities as assigned by the Board.
 - Work with the Board on By-laws and Finance.
 - Write articles for WACS.
 - Stand in for the President when required
 - Assist in soliciting permanent sponsors.
- **Secretary General**
- Attend, as voting member, all WACS Board meetings.
 - Record minutes of all WACS meetings.
 - Distribute board minutes to the board members in agreed time lines.
 - Provide office/webmaster board minutes to the editor(s) of the WACS website for distribution to the membership.
 - Assist the President and fellow board members with communication and correspondence to the membership as requested or needed.
 - Assist the President with the planning and execution of all meeting agendas.
 - Provide Gifts for the Conference and meeting Hosts.
 - Work with the Board on By-laws and Finance.
 - Write articles for WACS.
 - Ensure meeting protocols are adhered to
- **Treasurer**
- Attend, as voting member, all WACS Board meetings.
 - Signature cards at bank.
 - Prepare two year budget for annual meeting.
 - Prepare two Treasurer Reports per year:
 - Fall Board Meeting
 - Spring Board Meeting/Conference
 - Deposit/ track revenue.
 - Pay/ track bills.
 - Balance statements.
 - Transfer funds so as to earn as much interest as reasonably possible.
 - Organize and prepare for audit of WACS records.
 - Secure conference financial reports for audit.
 - Work with the board on By-laws and Finance

- **Continental Directors**
 - Develop your region and support your country Presidents and committees
 - Attend, as voting member, all WACS Board meetings.
 - Maintain a current and accurate mailing list including names, mailing addresses, phone numbers, fax numbers, and e-mail addresses of country Presidents and share this with the Office, Treasurer and Secretary General. Insure this is posted on the WACS website accurately.
 - Maintain a membership list including membership status (either regular or associate), amount of dues paid by each member, date dues are paid, and Founder's Forum membership status and share this with the office.
 - Develop and send promotional materials to potential members as needed or as directed by the Board.
 - Make reports to the Board and attend Board meetings as directed.
 - Communicate with the Office and Webmaster regularly.
 - Seek out and gather articles and pictures for publication on WACS website.
 - Write articles for publication for WACS website.
 - Communicate with sponsors regarding WACS website advertising.
 - Attend the Continental WACS conference and chair it.
 - Take photographs of WACS activities in respective area.
 - Seek innovations in WACS presentation and publication.
 - Work with the board on By-laws and Finance.
 - Develop a junior Chef presence in your region

- **Committee Chairman**
 - Attend, as requested as non-voting member, WACS Board meetings.
 - Set tone for the committee work.
 - Ensure that members have the information needed to do their jobs.
 - Oversee the logistics of committee's operations.
 - Report to the WACS president and Board.
 - Work closely with the Board.
 - Assign work to the committee members, set the agenda and run the meetings, and ensure distribution of meeting minutes.
 - Initiate and lead the committee's annual evaluation.
 - Write articles for WACS.