

Officer Responsibilities – Association Related Tasks

TASK	Vice President Elect	Vice President	President Elect	President	Past President
Business Plan Task Force	<ul style="list-style-type: none"> • Participate 	<ul style="list-style-type: none"> • Chair 	<ul style="list-style-type: none"> • Participate 	<ul style="list-style-type: none"> • Participate 	<ul style="list-style-type: none"> • Participate
MA Leader Workshop at WEF in Spring	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Optional 	
Board Meetings 5/Year Executive Committee Meetings ~7/year	Attend	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend
WEFMAX in Spring	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend 	<ul style="list-style-type: none"> • Attend
WEFTEC in Fall	<ul style="list-style-type: none"> • Attend MA Session 	<ul style="list-style-type: none"> • Attend MA Session 	<ul style="list-style-type: none"> • Attend MA Session 	<ul style="list-style-type: none"> • Attend MA Session • Set up NYWEA breakfast or special reception 	<ul style="list-style-type: none"> • Attend MA Session
Other		<ul style="list-style-type: none"> • Bylaws update; coordinate with publishing of Directory and solicit comments from past presidents 		<ul style="list-style-type: none"> • Schedule and prepare agenda for Board and Executive Committee meetings • Coordinate with neighboring MA's • Represent NYWEA to other groups/ organizations • Provide impetus behind Long Range Planning and Business Plan • Develop structure for the program year and planning for activities • Establish special Task Forces to carry out specific assignments 	<ul style="list-style-type: none"> • Coordinate with other past presidents to speak on behalf of the NYWEA • Chair the Nominating Committee to nominate next Vice President Elect • Facilitate the Long Range Planning and Business Plan Task Forces • Assist President with planning for special meetings during the Annual meeting - AAEE, Students, Past Presidents, others • Assist President with contact to other organizations and DEC • Become active in Public Relations for the Association, with other Past Presidents

As a member of the Executive Committee, attendance and participation is expected.

Officer Responsibilities - Conference Related Tasks

TASK	Vice President Elect	Vice President	President Elect	President	Past President
Spring Meeting	<ul style="list-style-type: none"> • Select Site in Spring of VPE Year 		<ul style="list-style-type: none"> • Begin preparation for Spring Meeting a minimum of 14 months ahead 	<ul style="list-style-type: none"> • Establish theme • Arrange for Keynote and Opening Session speakers • Approve special events 	
Annual Meeting				<ul style="list-style-type: none"> • Establish theme • Arrange for Keynote and Opening Session speakers • Approve special events • Approve guest list for President's Reception Sunday night • Make Opening Speech for the meeting Opening Session • Brief speech and ribbon cutting to open exhibit area • Speak at Student Luncheon • Invite WEF President by letter in November • Officiate at the Awards Luncheon • Give final President's message at Awards Luncheon • Be available for photos before and at Awards Luncheon 	
Specialty/ Committee Programs				<ul style="list-style-type: none"> • Attend Specialty/ Committee programs such as legislative forum, safety workshops, etc., to represent the Association 	

As a member of the Executive Committee, attendance and participation is expected.

Officer Responsibilities – Chapter Related Tasks

TASK	Vice President Elect	Vice President	President Elect	President	Past President
Chapter Retreats	<ul style="list-style-type: none"> • Coordinate Chapter Retreat with President 			<ul style="list-style-type: none"> • Coordinate Chapter Retreat 	
Other		<ul style="list-style-type: none"> • Solicit quarterly and annual reports from all Chapters • Consider Chapter meetings at January and June meetings 		<ul style="list-style-type: none"> • Attend Chapter meetings routinely and on request to represent WEA 	

Officer Responsibilities – Committee Related Tasks

TASK	Vice President Elect	Vice President	President Elect	President	Past President
Committee Retreats			<ul style="list-style-type: none"> • Coordinate Committee Retreats (or special meetings) with Committee Representatives 		
Other	<ul style="list-style-type: none"> • Attend Committee meetings at Annual Meeting • Encourage Chapter representation on each of the Association Committees 	<ul style="list-style-type: none"> • Attend Committee meetings at Annual Meeting 	<ul style="list-style-type: none"> • Attend Committee meetings at Annual Meeting • Motivate Committees • Encourage communication between Federation and Association committees • Encourage committee planning through the Committee Representative for the coming program year • Request committee budgets • Review and comment on programs and budgets • Review activities and performance of committees 	<ul style="list-style-type: none"> • Attend Committee meetings at Annual Meeting 	

As a member of the Executive Committee, attendance and participation is expected.