

**Women's Energy Network
North Texas Chapter - Board of Directors**

- President
- President Elect / Vice President
- Secretary
- Treasurer
- Communications Director (1-2)
- Membership Director (1-2)
- Program Director (2 Total, 1 Dallas, 1 Fort Worth)
- Public Relations Director (Optional)
- Special Events Director (1-2)
- Leadership Conference Director (2)
- Sponsorship Director (1-2)
- Executive Membership Director
- Executive Membership Director / Immediate Past President
- Charitable Funds Director (Optional)

Role	General Description & North Texas Bylaws
President	<p>The role of the President is focused on leadership for chapter activities and the chapter Board of Directors. For example, the President chairs meetings of the chapter board, oversees chapter business and activities, and establishes any needed chair roles or committees. The President is an ex-officio member of all chapter committees. After completion of the term, the individual serving as President becomes the Immediate Past President.</p> <p>WEN North Texas Bylaws</p> <ul style="list-style-type: none"> (a) The President shall supervise and control the affairs of the Corporation. (b) The President shall perform all duties incident to such office and such other duties as may be provided in these Bylaws or as may be prescribed from time to time by the Board. The President shall preside at all Board meetings and at all meetings of the Members and shall exercise parliamentary control in accordance with Roberts Rules of Order. (c) The President may serve as an ex-officio member of all committees, unless otherwise provided by the Board or these Bylaws.

	<p>(d) The President shall, with the advice of the Directors and in accordance with the requirements of these Bylaws, set the agenda for each meeting of the Board.</p> <p>(e) The President shall have authority to open bank accounts for the Corporation and sign checks, make deposits into and/or withdrawals from any such bank account on behalf of the Corporation.</p> <p>(f) The President shall serve as Immediate Past President in the year immediately following her term as President.</p>
President-Elect / Vice President	<p>A one-year term as President-Elect (or in some chapters, Vice President) is focused on helping the individual prepare for her term as President. The President-Elect presides over meetings of the board in the temporary absence of the President, chairs the chapter Nominating Committee, and performs other duties assigned by the board. For example, the President-Elect may be asked to oversee the development of future initiatives. After completion of the term, the individual serving as President-Elect becomes the chapter President.</p> <p>WEN North Texas Bylaws</p> <p>(a) The Vice President shall be responsible for establishing and overseeing a mentoring program among the Corporation Members, and for giving notices of all the Corporation events and meetings to the membership. The Vice President shall chair the Nominating Committee, as described in Section 8.2.</p> <p>(b) The Vice President shall perform all duties the President delegates to her. Upon the President's death, resignation, disability, or upon her absence or refusal to act, the Vice President also shall perform the President's duties unless the Board has designated another person as President. The Vice President shall perform the President's duties as long as the President's absence or disability continues.</p> <p>(c) The Vice President shall serve as President Elect and hold the office of President the year immediately following her election as Vice President.</p> <p>(d) The Vice President shall support the Sponsorship Director(s) and related committee in identifying and securing potential sponsors to support chapter events and initiatives. Responsibilities may include developing sales strategies, conducting outreach to prospective sponsors, coordinating sponsorship agreements, and ensuring all sponsorship commitments are fulfilled.</p>
Secretary	<p>The Secretary maintains the official records of the chapter's activities. For example, the Secretary takes minutes during board meetings, is the</p>

	<p>custodian of the chapter's archives, maintains the master calendar, and ensures timely filing of state-required reports.</p> <p>WEN North Texas Bylaws</p> <ul style="list-style-type: none"> (a) The Secretary shall perform all duties incident to the office of Secretary and such other duties as may be required by law or by these Bylaws. (b) The Secretary shall be responsible for arranging the annual business meeting, any special membership meetings, and other Corporation events. The Secretary's duties under this Section 5.5(b) may be delegated to a contractor engaged by the Corporation pursuant to Section 12.8; however, the Secretary shall be responsible for oversight of any contractor to whom such duties are delegated. (c) The Secretary shall be the custodian of the Corporation's minutes and all other non-financial documents and property. She shall keep an accurate record of the proceedings of the annual business meeting, any special membership meetings and all Board meetings, including a record of all votes cast in elections.
Treasurer	<p>The Treasurer manages funds received and expended by the chapter, maintains the chapter bank account, informs the board of the chapter's financial position, and ensures timely filing of tax documents. The Treasurer records receipts and expenditures and provides financial information to WEN headquarters; this information allows the headquarters staff to produce the chapter's financial statements. An accounting background and working knowledge of accounting systems is preferred for this position.</p> <p>WEN North Texas Bylaws</p> <ul style="list-style-type: none"> (a) The Treasurer shall have charge and custody of all of the Corporation's funds and financial records, shall oversee and supervise the financial business of the Corporation, shall render reports and accountings to the Board on a monthly basis, or as required by the Directors, and shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by these Bylaws, or which may be assigned from time to time by the Board. The Treasurer shall perform her duties under the general financial oversight of the Immediate Past President. (b) The Treasurer shall compile an annual report covering the current year's finances to date for presentation to the Board at the December Board meeting. She shall also prepare an annual budget for the current year for presentation to the Board at the February Board meeting.

	<p>(c) The Treasurer shall be responsible for completing, or overseeing the completion of, the timely filing of the Corporation's annual tax return, recommending accountants to be hired by the Board and overseeing and working with the Corporation's accountants.</p> <p>(d) The Treasurer shall make all financial records, books, and annual reports available at the request of any Director for inspection and copying.</p> <p>(e) The Treasurer shall have the authority to sign checks, make deposits into and/or withdrawals from the Corporation's bank account(s).</p> <p>(f) The Treasurer shall be a Certified Public Accountant.</p>
Communications Director (1-2)	<p>The role of the Marketing and Communications Director is focused on communicating with current and potential chapter members, event attendees, and sponsors. This may include event e-blasts, PR, social media, newsletters, and website content. To support the chapter in these efforts, WEN provides approved branding standards; chapter logos, graphics and webpages; and support from the global headquarters. Experience as a communication and/or marketing professional is helpful to this role, as is the ability to develop marketing objectives, and excellent written and verbal communication skills.</p> <p>WEN North Texas Bylaws There shall be one(1) or two (2) Communications Directors (each a "Communications Director"). The Communications Directors shall be responsible for interfacing with other Members on the Board to stay informed of upcoming events and chapter updates. Their duties shall include maintaining and enhancing the Corporation website and the Corporation's online and social media presence, scheduling email communications and setting up events for online registration. In the absence of a Public Relations Director, the Communications Directors will also be responsible for preparing press releases/publications for submitting to media and various other outlets.</p>
Membership Director (1-2)	<p>The Membership Director works to retain and increase chapter membership and promote member involvement in chapter activities. This may include recruiting potential members, sharing member data updates with WEN headquarters, following up with event attendees who have not joined WEN, initiating membership drives, and promoting member benefits.</p> <p>WEN North Texas Bylaws There shall be one(1) or two (2) Membership Directors (each a "Membership Director"). The Membership Directors shall maintain the</p>

	<p>membership database, receive and process membership applications, receive dues and forward same to the Treasurer, field questions from new and existing Members, develop and execute the Corporation membership plan, contact potential Members, initiate membership drives, and enhance and publicize membership benefits. The Membership Directors will assist with check-in at meetings and other Corporation events. The Membership Directors shall be responsible for preparing and handling dissemination of the Corporation's membership directory.</p>
<p>Program Director 2 Total 1 Dallas 1 Fort Worth</p>	<p>The Programs Director focuses on the educational and networking programs for chapter members, which may include such responsibilities as planning chapter events, determining topics and arranging for speakers. For some chapters, the Programs Director may also be responsible for non-event educational initiatives, such as mentoring programs, career development programs, podcasts and webinars.</p> <p>WEN North Texas Bylaws</p> <p>There shall be two (2) Program Directors (each a "Program Director"). The Program Directors shall be responsible for arranging programs for the Corporation's monthly luncheons including, but not limited to: securing venues and catering, securing appropriate speakers and coordinating the topic and logistics of their presentation, and facilitating the announcement of the luncheons with the Communications Directors and Public Relations Director. They shall also collect luncheon reservations from the website, provide the President and Vice President with a luncheon agenda, communicate an RSVP to the venue, preside over check-in, provide nametags and receipts, and obtain speaker gifts. Following each luncheon, they shall submit an actual budget to the Executive Committee and a luncheon registration report to the Membership Directors.</p>
<p>Public Relations Director (Optional)</p>	<p>WEN North Texas Bylaws</p> <p>The Public Relations Director shall cultivate relations with North Texas media, trade associations, professional societies, and Member companies for purposes of obtaining heightened awareness of the Corporation's programs and special events. She shall prepare press releases for submittal to the media, commemorate luncheons and events as able, and otherwise promote the Corporation's programs and events throughout the year. She shall also interface with the Program Director regarding potential speakers whose presentation would enhance Members' knowledge of pertinent industry issues, assist Corporation committees on public and industry relations issues, and fulfill general publicity duties as assigned by the Board. The Nominating Committee shall seek candidates for this position who have public relations experience. This position is optional and</p>

	may be combined with the Communications Directors position. The Board will determine each year if a separate Public Relations Director needs to be appointed.
Special Events Director (1-2)	<p>WEN North Texas Bylaws</p> <p>There shall be one(1) or two (2) Special Events Directors (each a “Special Events Director”). The Special Events Directors shall be responsible for coordinating special events outside of the regular meetings, including networking events. They shall organize and implement at least two (2) networking events each year.</p>
Leadership Conference Director (2)	<p>WEN North Texas Bylaws</p> <p>There shall be two (2) Leadership Conference Directors. The Leadership Conference Directors shall be responsible for organizing an Annual Leadership Conference or a Virtual Leadership Series. Their duties will include: securing appropriate speakers, choosing the venue, preparing goodie bags, obtaining speaker gift cards, writing thank you notes, preparing and distributing conference materials, and coordinating Board duties during the conference. In lieu of the annual conference, the Leadership Conference Directors may organize an event such as a panel discussion(s), speaker engagement(s) or networking session(s), if agreed upon by the Board</p>
Sponsorship Director (1-2)	<p>The Sponsorship Director identifies potential sponsors to support chapter events and initiatives. Responsibilities may include sales strategies, outreach to potential sponsors, managing sponsor arrangements, and ensuring sponsorship obligations are fulfilled. Experience in building relationships with companies appropriate for WEN sponsorship would be helpful to this position.</p> <p>WEN North Texas Bylaws</p> <p>There shall be one(1) or two (2) Sponsorship Directors (each a “Sponsorship Director”). The Sponsorship Director identifies potential sponsors to support chapter events and initiatives. Responsibilities may include sales strategies, outreach to potential sponsors, managing sponsor arrangements, and ensuring sponsorship obligations are fulfilled. Experience in building relationships with companies appropriate for WEN sponsorship would be helpful to this position.</p>
Executive Membership Director	<p>WEN North Texas Bylaws</p> <p>There shall be two (2) Executive Membership Directors (each an “Executive Membership Director”), provided that one (1) Executive Membership Director shall be the Immediate Past President; provided,</p>

	<p>however, that the Executive Membership Director who is the Immediate Past President is not required to meet the qualifications set forth in Section 9.2. The Executive Membership Director, who is not the Immediate Past President, must meet the qualifications set forth in Section 9.2 and shall serve for a term of two (2) years. The Executive Membership Directors shall be responsible for managing and organizing the Executive Membership Tier, including planning events and activities and reviewing the qualifications of the applicants to the Executive Membership Tier.</p>
<p>Executive Membership Director / Immediate Past President</p>	<p>WEN North Texas Bylaws</p> <p>The person who served as President during the immediately preceding year (the “Immediate Past President”) shall serve as the Director at Large and an ex officio member of the Board and shall be entitled to receive notices of, and to attend, all Board meetings, but shall not be a voting member of the Board, nor shall her presence count toward a quorum. She will assist the other Directors by acting in an advisory or supportive role for Corporation matters as appropriate and may handle any other matters delegated by the President or the Board. She will also serve as an Executive Membership Director during her term as Immediate Past President.</p>
<p>Charitable Funds Director (Optional)</p>	<p>WEN North Texas Bylaws</p> <p>Charitable Funds Director shall be responsible for raising and distributing charitable funds as the Board and chapter deem appropriate, which may include but shall not be limited to a scholarship application process. She will make recommendations to the Board regarding the selection of any scholarship recipients, co-sponsorships of scholarships with educational or other institutions and/or other uses of charitable funds raised; provided, however, that final approval of any distribution of charitable funds (including, without limitation, the recipients and amounts thereof) and of any contracts related to charitable funds shall require Board approval. The Charitable Funds Director will report charitable funds account balances, activities and plans at Board meetings This position is optional and may be combined with the Special Events Director position. The Board will determine each year if a separate Charitable Funds Director needs to be appointed.</p>