

Position: Director - Member at Large
Term: One (1) Year
Tenure: Can serve up to three (3) consecutive terms
Updated: January-11

- 1) This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
- 2) This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
- 3) The Member at Large position was added to a board position in May 2006. The intention of this position is to invite someone from the membership, in good standing, to learn each of the board position responsibilities. If, for any reason, a board position opens during the year, she could be asked to fill the vacant position through the remaining term.
- 4) The Member at Large is responsible for welcoming and acting as hostess to all new members attending their first WLN luncheon/meeting and providing each with a welcome packet.
- 5) The Member at Large is responsible for organizing the content of the welcome packets each year. The welcome bags should include: current newsletter/website information, welcome letter from the President or Membership Director, networking sheet, upcoming program listing, current Board member list, a WLN branded gift, chocolates, and the Member at Large contact information.
- 6) The Member at Large is responsible for composing and sending a welcome e-mail to all new members, providing them her contact information, next meeting date, how to RSVP to the next meeting, an overview of the WLN organization, and an invitation to seek her out at the next luncheon to receive their welcome packet.
- 7) The Member at Large, with Board approval and the assistance of the Secretary, makes arrangements to be represented at various community events. This may include, but is not limited to, TH Salute to Women, Chamber PMs, etc. This position is responsible for signage, giveaways/drawings, booth set-up, etc, for such events.
- 8) At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2011-2010 Barb Myers
2010-2009 Sandi Swift
2009-2008 Jennifer Steines
2008-2007 Viva Betzner
2007-2006 Viva Betzner