**SOCIETY OF AMERICAN TRAVEL WRITERS - WESTERN CHAPTER**

**BOARD OF DIRECTOR & COMMITTEE CHAIR RESPONSIBILITIES 2018-19**

**CHAIR: Eric Lindberg**

* Represent the Chapter as the on-going liaison with the Society and its Board of Directors and is expected to attend the Society Midyear Board meeting and Pre-Convention Board meeting.
* Prepare agendas for the Chapter Board of Directors and membership meetings.
* Communicate with membership and board, via email, etc.
* Determine the need and appoint members for Chapter committees such as, but not limited to, Nominations, Budget and Finance, Opportunity Budget, Meeting Sites, Clip Folder, The Westerlies newsletter and Awards.

**1ST VICE-CHAIR: Diane Rowe**

* Serve as proxy for the Chair at the Society mid-year and pre-Convention annual Board meetings.
* Serve as Professional Development Chair responsible for securing and coordinating presenters at Chapter meetings and other Chapter-related functions.
* Review and provide final approval of The Westerlies e-newsletter prior to distribution.

**2nd VICE CHAIR: Doug Mackenzie**

* Serve as coordinator of the New Members and First-Timers event at Chapter meetings.
* Serve as liaison with the Chapter Writing Awards Chair.

**SECRETARY: Carol Waller**

* Record and distribute minutes from Chapter Board and Chapter Business meetings. Have minutes approved by Chapter Chair before Chair distributes to the membership.
* Post approved minutes to Chapter section of Society website. Keep section updated with other information.
* Update the Chapter Operations Manual & Bylaws with changes approved by Board and/or members.

**TREASURER: Erik Elvejord**

* Oversee and handle the receipts and disbursements of the Chapter.
* Provide the latest quarterly financial report to the Chapter Chair for reporting at Chapter Board of Directors and membership meetings, and also provide to Society headquarters staff.
* Serve asliaison between the Budget & Finance Committee and the Board of Directors.
* Assist the Society’s Treasurer in preparation of the Society’s annual financial reports, tax returns.
* Serve as the Opportunity Budget Chair.

**ASSOCIATE REPRESENTATIVE: Gaylene Ore**

* Represent the Chapter at Society Annual Convention and Associates Council meetings.
* Serve as Marketplace Chair for Chapter meetings.

**ACTIVE AT LARGE: Rich Grant**

* Represent the Chapter at Society Annual Convention Freelance and Editors Council meetings.
* Serve as the Clip Folder Chair, responsible for collecting and maintaining digital copies of all submitted clips to the Chapter.

**IMMEDIATE PAST CHAIR: Christine Loomis**

* Serve as liaison with the Chair on all matters handled by the previous Board for one year
* Sit on the Chapter Nominating Committee

**BOARD COMMITTEE CHAIRS – Appointed by Chapter Chair**

**BUDGET & FINANCE COMMITTEE CHAIR: Gordon Thorne**

**Other members: Laura Daily, Carol Beck-Edgers**

* Oversee the investments of the Chapter and to ensure it has a well-balanced portfolio than can continue to provide a steady stream of income.
* Serve as the liaison between the Committee and the Board of Directors. Committee members make recommendations concerning changes in investments, investment policies and in fund allocations.
* Receive copies of the monthly financial statements from the brokerage firm. Any problems or anomalies should be immediately brought to the attention of the Treasurer and Chapter Board.

**SITES COMMITTEE CHAIR: Nancy Vaughn**

**Other members: Stan Wawer**

* Research and present potential Chapter meeting sites to the Chapter Board of Directors.
* Prepare and negotiate the terms of any contracts based on input from the Chapter Board.
* Send a signed copy of the contract to the SATW Executive Director to secure a date on the Society Master Calendar, also send a signed copy of the contract to the Chapter Chair.

**MEETING CHAIR: To be appointed**

**AWARDS CHAIR: Christine Loomis**

* Give lead judge the date, coordinate with Society HQ staff on entry registration, collect entries for annual Chapter Awards. Call for entries is issued in December or January inclusive for the previous calendar year.