



## National Office and Volunteer Roles and Duties

### National Office Roles and Duties

#### **Assistance to WERCouncils**

In order to better serve and promote the WERCouncil Objectives the National Office will provide the following:

- ✓ A staff member to serve as the primary liaison to the WERCouncils.
- ✓ Collect dues and maintain WERCouncil rosters
- ✓ Provide the WERCouncils with WERC membership and promotional materials as needed for WERCouncil events.
- ✓ Administer registration for each WERCouncil event including: marketing, attendee registration, accounting and provide a financial statement at the closing of each event.
- ✓ Provide a financial accounting statement of the WERCouncil account at least three times a year.
- ✓ Assist WERCouncils in finding facility tour locations and educational speakers (if necessary).
- ✓ Assist WERCouncils in site selection and contracting for meeting facilities (if necessary).
- ✓ Provide attendee rosters and name badges prior to an event.
- ✓ Market WERCouncil events via website, email, WERC Sheet and WERC Watch.
- ✓ Maintain event information on the WERC website.
- ✓ Convene a meeting of all WERCouncil Leaders yearly.
- ✓ Maintain financial records for the WERCouncil and pay expenses for events in a timely manner

#### National Office Liaison

The WERC Board of Directors, including the Chapter Relations and Membership contact in the National Office, are available to facilitate communication among WERCouncils.

#### Annual Meeting of WERCouncil Volunteers

A volunteer meeting is held annually at the WERC conference each spring. All current and incoming WERCouncil volunteers are invited to meet with the Chapter Coordinator, WERC board members, and staff liaisons from the National Office. The meeting is an opportunity to discuss activities and issues relevant to WERCouncils.

#### WERCouncil Web Site

The National Office will maintain on their web site an area to be used by WERCouncils to post the names of their leaders, event information, and chapter news.

#### WERCouncil Resources

Policies, guidelines, forms and templates are available on WERC.org.

#### Name Badges

Pressure sensitive name badges for use at WERCouncil functions may be obtained from the National Office upon request.

#### Event/Tour Announcements

See [WERCouncil Educational Event Guidelines](#) and [Event & Tour Planning Guide](#) for specifics

# **WERCouncil**

## WERC Promotional Literature

Membership applications, publications brochures, current seminar brochures, as well as conference brochures (when available), are provided by the National Office for meeting attendees.

## Publicity from Past Events

WERCouncils that have returned a completed meeting announcement form to the National Office will have their meeting announcement included in *WERCsheet* and posted to the WERC web site. To be included in *WERCsheet*, meeting announcements must be received by the 5<sup>th</sup> of the month, prior to the specific *WERCsheet* edition (*for example*: if the meeting announcement should appear in the June edition of *WERCsheet*, the National Office should receive it by May 5<sup>th</sup>).

## Speaker Gifts

Gifts for speakers or facility tour hosts may be ordered from the National Office: please allow 2 weeks for delivery. Gifts other than those provided by the National Office are funded through the local council.

- If hosting a tour, a gift should be presented to the main facility contact only.
- If hosting a panel of speakers, a gift should be presented to each panelist.

Gifts are limited to 3 per event. If circumstances arise and additional gifts are needed, please [contact the National Office](#).