



Volunteer Roles and Duties

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WERCouncil volunteers must include a minimum of 3 volunteer leaders: chair, vice chair or co-chair and a secretary. The WERCouncil may include other volunteers as deemed appropriate by the local group. Together, the volunteers are responsible for:

- ✓ planning, promoting and providing informative as well as efficient meetings
- ✓ scheduling meetings at convenient times and locations
- ✓ conducting meetings in a setting that is conducive to the program
- ✓ making themselves available to participants and prospective attendees/members for general information throughout the year
- ✓ motivating and inspiring WERCouncil attendees to participate in and contribute to future meetings

The meeting program is critical to the success of a WERCouncil. Typically, all of the local WERCouncil volunteer leadership work together to plan and carry out the program whether it includes speakers, panelists, debates, facility tours, half-day or all-day seminars. It is recommended that programs be evaluated so that future programs can build on its strengths.

One of the most important responsibilities of all WERCouncil volunteers is to make sure that no attendee stands alone at any WERCouncil activity. Volunteers are encouraged to greet all attendees as they register and to introduce newcomers to other members.

WERCouncil volunteers often share many of their duties, and these **suggestions** are simply to guide you in dividing the administrative responsibilities.

Chair

The chair serves a significant role in determining how effectively the needs of the local council will be met. The chair's influence has the greatest effect on whether or not a meeting runs smoothly.

- Must be a WERC member
- Should have previous WERCouncil volunteer experience
- Oversees all of the volunteers in their respective WERCouncil
- Responsible for ensuring volunteer performance
- Calls and conducts meetings of the volunteers
- Acts as a liaison between the local WERCouncil, the Chapter Coordinator and National Office staff.
- Ensures that WERCouncil policies are met and followed
- Guarantees that all correspondence from WERC is appropriately communicated to all volunteers in their WERCouncil
- Accountable for ensuring that volunteers submit any reports and requested information to the National Office in a timely manner
- Creating an event budget for each activity planned by the chapter. Please use the **Event Budget Template**.

WERCouncil

Vice Chair or Co-Chair

The vice chair's responsibilities are usually to ensure that speakers are identified, contacted and committed, to make arrangements for the speaker to address the council on a specific date, and to secure a meeting site.

- Must be a WERC member
- Should have previous WERCouncil volunteer experience
- Help the Chair complete any necessary duties
- Assume the role of Chair when the time comes

Other duties may include:

- Completing the **Event Announcement Form**. Then the National Office will create the event announcement for email blast.
 - *NOTE: this form must be received no later than 30 days out from the event.*
- Completing and returning the **Event Activity Report Form** to the National Office within 7 days. The report results, which indicate the success of speakers and topics presented. This information will be useful in planning meeting topics for the coming year.

Secretary

The secretary's responsibilities are usually to manage the records of the chapter. Responsibilities may include:

- Must be a WERC member
- Should have previous WERCouncil volunteer experience
- Record, distribute and maintain minutes of all meetings of the chapter.
- Make sure all forms required by National are turned in by the deadline dates
- If available, collecting onsite registrations for meeting and sending information in a timely fashion to national for processing.

Coordinator(s) (General Volunteers)

- May be members or non-members
- Assist the leaders in conducting the business of the chapter
- Setting up a registration table at the meeting to display attendee name tags, as well as any WERC literature provided from the National Office.
- Act as greeters at functions hosted by the WERCouncil.
- Networking with individuals from the local area to find appropriate facilities for tours.
- Soliciting feedback from the local membership for meeting topic suggestions.
- Identifying members of the local education community who can contribute to or benefit from participation in WERC and local council activities (this could include logistics professors, marketing, management, or industrial engineers).