

Position	Responsibilities
President	<ul style="list-style-type: none"> <li>• Administers the business of the organization</li> <li>• Develops and provides agenda for each meeting</li> <li>• Presides over committee meetings &amp; chapter meetings</li> <li>• Seeks out speakers for chapter meetings</li> <li>• Establishes committees as needed and appoints champion(s)</li> <li>• Coordinates and actively works to obtain financial and volunteer support from senior management</li> <li>• Periodically briefs executive sponsor on chapter activity</li> <li>• Represents or delegates representation of chapter at regional, national and global WIN meetings</li> <li>• Works with ad-hoc committee to propose slate of officers</li> <li>• Minimum (6) Chapter meetings and (12) Committee meetings</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• Supports President as needed for professional development to assume President responsibilities at rotation</li> <li>• Oversees committees to ensure chapter activity is scheduled, planned, and implemented as agreed upon by committee</li> <li>• Provides committee status reports to officers at committee meetings</li> <li>• Identify opportunities for WIN to participate in Nuclear and STEM-related events</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Oversees finances and management of funds</li> <li>• Develops and tracks annual budget</li> <li>• Reports year-to-date budget to officers at committee meetings</li> <li>• Provides annual financial summary to executive sponsor</li> <li>• Prepare and present next year's budget to executive sponsor for approval</li> <li>• Make scholarship donation</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Records, maintains, and publishes meeting minutes</li> <li>• Bring Attendance Sign In Sheet to meetings, scan, &amp; archive</li> <li>• Maintains membership roster by name and e-mail for distribution list, updates roster and list as needed</li> <li>• Maintains contact list for chapter officers and committees Notifies chapter membership of events and activities</li> <li>• Maintain <a href="mailto:wincharlotte@areva.com">wincharlotte@areva.com</a> inbox</li> </ul>
US WIN Representative	<ul style="list-style-type: none"> <li>• Participate in Leading Group Call</li> <li>• Put Leading Group meeting notes in share folder and report at committee meeting when necessary</li> <li>• Designate a backup Leading Group Member</li> <li>• Compile and Submit Quarterly Chapter Metrics</li> <li>• Collect &amp; Submit articles for the U.S. WIN Newsletter in NEI approved format</li> <li>• AC-WIN Chapter Applications for National Conference Sponsorship - Distribute &amp; collect applications, and bring applications to committee for approval</li> <li>• Attend (or designate) Leading Group meeting at US WIN National Conference</li> <li>• Present (or designate) Chapter Report at Region II meeting at US WIN National Conference</li> <li>• Keep track of events and maintain an action item list to identify responsible person and due date for event reports, follow up with responsible person</li> </ul>

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Communications	<ul style="list-style-type: none"> <li>• Maintain WIN Web site for members</li> <li>• Facilitate surveys, forms, signage, and other documents for members as needed</li> <li>• Collect event reports &amp; publish on Web site</li> <li>• Develops calendar of activities for chapter with input from officers and committee chairs</li> <li>• Backup to Secretary for maintaining <a href="mailto:wincharlotte@areva.com">wincharlotte@areva.com</a> mailbox</li> </ul>
Executive Sponsor	<ul style="list-style-type: none"> <li>• Contributes to success of chapter including securing funds</li> <li>• Receives periodic reports and annual financial summary</li> <li>• Attends a minimum of (1) Chapter meeting and (1) Committee meeting per year</li> </ul>
Professional Development Chair	<ul style="list-style-type: none"> <li>• Determine events to provide professional development opportunities (i.e., classes, webinars, speeches, conferences, etc.)</li> <li>• Plan, schedule, and implement activities including soliciting participation</li> <li>• Minimum (4) per year</li> </ul>
Public Outreach Chair	<ul style="list-style-type: none"> <li>• Determine focused events to participate in or champion (preferably STEM or nuclear related)</li> <li>• Designate charities for the Community Collection at meetings and arrange for delivery</li> <li>• Monitor office wide community collection boxes (such as can tabs or school supplies)</li> <li>• Meet or Exceed U.S. WIN yearly goal</li> <li>• Minimum (4) per year</li> </ul>
Networking Chair	<ul style="list-style-type: none"> <li>• Works closely with Committee Members and Chairs to plan events / social gatherings</li> <li>• Liaison between Duke, CB&amp;I, URS and other organizations</li> <li>• Organize catering for events including Committee and Chapter meetings</li> <li>• Ensure that pictures are taken at each event. Compile pictures on share drive and provide to U.S. WIN Representative</li> <li>• Reach out to new employees and long-time employees who have not been involved in WIN to increase membership</li> <li>• Minimum (6) per year</li> </ul>

#### Term Limits for Officers / Chairs

- Two-year term
- Maximum two consecutive terms
- Rotating terms for Officers so that positions do not transition at the same time

*Additional Officers may be included in the committee as needed each year.*