



SWCS SNEC Board of Director roles and responsibilities:

PRESIDENT (1-year term)

The President shall preside at meetings of the Chapter and the Board. He/she shall constitute such committees as she/he deems necessary and proper and shall make all appointments to the committees. The President performs all other duties incidental to this office and shall, with approval of the Board, make such temporary appointments of officers and representatives as may be necessary between Annual Meetings.

VICE PRESIDENT (1-year term)

The Vice President, in the absence of the President, shall assume the responsibilities of the President at Chapter and Board meetings. In case of a vacancy in the presidency, the Vice President shall serve as President for the remainder of that year.

SECRETARY (1-year term)

The Secretary handles Board elections, working with the Administrator to advertise vacancies and solicit nominations. In the absence of an administrator, the Secretary keeps minutes of all regular and special meetings of the chapter and, at the discretion of the President, shall issue notices of all meetings and shall perform such other duties as are incident to the office. The Secretary shall report to the Chapter at the Annual Meeting regarding Chapter activities.

TREASURER (2-year term)

The Treasurer is responsible for all funds of the SWCS Southern New England Chapter and shall be elected for a minimum term of two years. The Treasurer prepares fiscal year budgets for approval by the Board and works with the Administrator on event-specific budgets. The Treasurer shall submit a report at the Annual Meeting of the Chapter and at the Board meetings. The Treasurer shall annually file the necessary forms with the Internal Revenue Service and the State of Massachusetts.

STATE REPRESENTATIVE (3-year term)

State Representatives serve as the Board's connection to their respective states and keeps other Board members informed about state-specific developments and projects. They participate in virtual monthly Board meetings and help brainstorm ideas for conference topics and speakers. State Reps help the SNEC administrator coordinate the field tour held in conjunction with Chapter's annual meeting, which is held in each of our three constituent states on a rotating basis.

STUDENT REPRESENTATIVE (1 year term)

The Student Representative must be (i) a full-time student enrolled at an accredited university or college, pursuing a course of study relevant to the Chapter's mission; or (ii) a graduate student pursuing a relevant post-graduate degree. The Student Representative participates in monthly virtual Board meetings and helps the SNEC administrator coordinate student outreach and engagement.

The SNEC Board is supported by a part-time (~400 hour/year) part-time Administrator/Event Coordinator.

If you're interested in joining the Board, please contact Gabrielle Flora at gflora@swcssnec.org.

