



Women Sales Experts

Descriptions of All Board of Director Roles

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Board Role - Chair

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ARTICLE V. OFFICERS

Section 5.5. Chair of the Board. The Chair shall be the principal executive Officer of WSE and shall in general supervise and control all of the business and affairs of WSE. The Chair shall preside at all meetings of the Board and shall sign any deeds, mortgages, bonds, contracts, or other instruments on behalf of WSE, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws or by statute to some other Officer or agent of WSE; and in general shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board from time to time.

ARTICLE IV. BOARD OF DIRECTORS

Section 4.3 Director Capacity. Four of the Directors shall be simultaneously elected as a Director and as an Officer.

Section 4.4 Director Terms The Directors simultaneously elected as Chair of the Board, Vice-Chair, and Treasurer shall be elected to a one year term.

Section 4.8 Vacancies. When a vacancy on the Board occurs, the Chair of the Board shall appoint a Member to the vacant seat for the duration of the prior Director's term.

Duties

- **Executive** – since we are a volunteer organization with no paid staff, the board chair has all executive functions and should make sure all board activities are carried out.
- **Meetings**
 - Chair meetings or advise Vice Chair of the need to substitute
 - Monthly board meetings
 - Quarterly membership meetings
 - Annual Meeting (first week of October)
 - Additional meetings or events (holiday, etc.) – chair or appoint a host
- **Agendas** – work with Board and Secretary to establish an agenda for every meeting.
- **Meeting Notices** – work with Secretary to be sure all regular meetings are scheduled for the year by January 1.
- **Board Committees** – ensure that committee chairs understand their responsibilities and assist them as needed to carry out their functions.
- **At Large Members** – see that they have vital roles in the organization. Enlist their help to chair an ad hoc committee, carry out an election, or be a Board Liaison to an ad hoc committee
- **Ad Hoc Committees** – appoint ad hoc committees as may be needed to fulfill certain responsibilities. Assign a Board Liaison to each ad hoc committee. The Liaison's responsibility is to ensure that the ad hoc committee knows what the Board and other Committees are planning and to facilitate communication between the Board and the ad hoc committee.

- **Election of Officers** – appoint a member to chair an election committee to manage the election process to recruit candidates, manage candidate nominations, communicate to the members, and manage the election prior to October 1 every year. See Secretary’s role for the sequence of events for an election.
- **The Exchange** – ensure that the Exchange back office is managed properly. Enlist a member to work with the webmaster to manage the site and/or hire an assistant for that purpose – adding and removing members, uploading documents and events, etc.
 - Webmaster is Micah Guller. Micah@micahguller.com. Invoices come from Fast Pro Marketing. Micah lives in Costa Rica and maintains an address in Los Angeles, where he is from.
 - Budget: We have a budget of \$100 per month for website maintenance, support, and any updates that we require.
 - Site: The Exchange is a WordPress site running a free version of BuddyBoss theme.
 - Hosting: The site is hosted by Hostinger. Email address for board officers are maintained by Hostinger.

Board Role - Vice Chair

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ARTICLE V. OFFICERS

Section 5.8. Vice-Chair. In the absence of the Chair, or in the event of the Chair’s inability to act, the Vice-Chair may perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform such other duties as from time to time may be assigned by the Chair or by the Board.

ARTICLE IV. BOARD OF DIRECTORS

Section 4.3 Director Capacity. Four of the Directors shall be simultaneously elected as a Director and as an Officer.

Section 4.4 Director Terms The Directors simultaneously elected as Chair of the Board, Vice-Chair, and Treasurer shall be elected to a one year term.

Objective Future Chair: this role is a stepping stone into the Chair role, giving the person time to understand how the board functions.

Duties

The Vice Chair of the Women’s Sales Expert Board is a dynamic leadership role responsible for driving strategic initiatives that empower, develop, and elevate women in sales. This individual will work closely with board members, industry leaders, and key stakeholders to foster innovation, mentorship, and thought leadership within the sales profession.

- **Strategic Leadership:** Shape and execute the board’s vision, ensuring alignment with industry trends and the advancement of women in sales.
- **Thought Leadership:** Represent the board at key events, speaking engagements, and industry discussions to promote the role of women in sales leadership.
- **Community Building:** Foster a strong, engaged network of female sales professionals, providing mentorship opportunities and best-practice sharing.
- **Program Development:** Lead initiatives, workshops, and resources designed to equip women in sales with tools for success and career growth.
- **Partnerships & Advocacy:** Build relationships with organizations, companies, and leaders who support diversity, equity, and inclusion in sales.
- **Collaboration & Influence:** Work with fellow board members and executives to shape policies, initiatives, and industry standards that support women in sales leadership.

Board Role - Secretary

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ARTICLE V. OFFICERS

Section 5.7. Secretary. The Secretary, or the Secretary's designee, shall keep the minutes of the meetings of the Members and of the Board in electronic format; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of WSE; and in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Chair or by the Board.

ARTICLE IV. BOARD OF DIRECTORS

Section 4.3 Director Capacity. Four of the Directors shall be simultaneously elected as a Director and as an Officer.

Section 4.4. The Director simultaneously elected as Secretary shall be elected to a two-year term.

Duties

- **Meetings** – The secretary will have an online WSE Secretary Calendar set up to send out meeting requests for:
 - The Board
 - schedule monthly meetings for the next year
 - additional meetings as required for running of the organization
 - The Membership
 - schedule quarterly meetings
 - send educational event invites
 - social event invites
 - any additional event invites
- **Notices**
 - Using the secretary@womensalesexperts.org email address for communication <https://mail.hostinger.com/>
 - <https://esignatures.com/> to be used for WSE Member Agreement and the Board Conflict of Interest documents.
- **Contract Documents** requiring signatures
 - Use <https://esignatures.com/> to take contract documents with vendors, sponsors, partners and send for signatures.
- **Monthly** – send an email update to the membership regarding what is happening for the coming month, always including a link to the Exchange events page.
 - November – new board month meeting scheduled
 - Coordinate agreement on day of week / time of day / week of month for board meetings

- Ensure the online meeting set up allows the meeting to be started by anyone with the invitation and records automatically.
 - Send out meeting request to board only from the WSE Secretary Calendar
- December – work with board to agree on quarterly membership meeting dates
 - Coordinate agreement on dates & times for the TWO options for quarterly membership meetings
 - Ensure the online meeting set up allows the meeting to be started by anyone with the invitation and records automatically.
 - Send out meeting requests to the membership from the WSE Secretary Calendar
- January – request final paid membership list from the treasurer
 - Send out membership agreement via <https://esignatures.com/>
 - Publish membership list spreadsheet on The Exchange
 - Include membership list with monthly update email
- February
- March
- April
- May
- June – begin Nomination Committee
- July – request final ½ year paid membership list from the treasurer
 - Send out membership agreement via <https://esignatures.com/>
- August – Nominations Requested
- September – Online Voting
- October – General Membership Meeting with Board Results
 - Send out WSE Board Annual Conflict Disclosure to the new board via <https://esignatures.com/>
- **Records**
 - Official records will be kept in the Women Sales Experts Exchange <https://womensalesexperts.org> in documents and forums as appropriate
 - Private: Board - Secretary's Information Deposit will hold all board meeting minutes, to be posted prior to the next month's meeting.
 - The secretary will be one of the <https://womensalesexperts.org/wp-admin/> administrators together with the Chair
 - Add events to the list of events

Board Role - Treasurer

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ARTICLE V. OFFICERS

Section 5.6 Treasurer.

The Treasurer shall have charge and custody of and be responsible for all funds and securities of WSE; receive and give receipts for moneys due and payable to WSE from any source whatsoever, and deposit all such moneys in the name of WSE in such banks, trust companies, or other depositories as shall be selected by the Board; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Chair or by the Board.

ARTICLE IV. BOARD OF DIRECTORS

Section 4.3 Director Capacity. Four of the Directors shall be simultaneously elected as a Director and as an Officer.

Section 4.4 Director Terms The Directors simultaneously elected as Chair of the Board, Vice-Chair, and Treasurer shall be elected to a one year term.

Duties

The Treasurer shall provide strategic financial oversight, ensure transparency, and support the mission by stewarding the organization's financial health

- **Financial Oversight**
 - Maintain and review accurate financial records
 - Monitor revenue and expenses to align with strategic goals
 - Ensure financial sustainability of the organization
 - Ensure invoices are sent to current and new members in a timely manner
 - Collect and track sponsor donations
- **Budget Leadership**
 - Collaborate with board and staff to create the annual budget
 - Track spending against budget and flag any concerns early
- **Compliance and Reporting**
 - Oversee preparation of financial reports for board and stakeholders
 - Ensure IRS filings and state requirements are completed on time
 - Support audit or financial review processes
- **Internal Controls**
 - Help implement policies for financial procedures, including approvals and spending limits
 - Safeguard the organization's assets and integrity
- **Board Communication**
 - Translate financials into clear insights for the board

- Help board members understand how finances impact our mission
- **Fundraising Support**
 - Work with development efforts to align funding goals with budget
 - Track restricted funds and ensure proper allocation
- **Contractor and Vendor Collaboration**
 - Coordinate with outsourced accountant to ensure accurate bookkeeping and timely financial reporting
 - Work with contractors and vendors to manage invoices, contracts, and payments
 - Ensure all third-party financial interactions align with the organization's policies and budget

Key Outcomes

- Clear and confident financial direction
- Board alignment and transparency around finances
- Fiscal responsibility and mission-driven decision-making

Time Commitment

- February – August: approximately 3 to 4 hours per month on financial review, reporting, and board engagement
- September – January approximately 5 to 8 hours per month on conference planning, budgeting, financial review, reporting, and board engagement
- Additional preparation time for quarterly board meetings as needed
- Support the planning and financial reporting for the Annual Meeting, including budget presentation and fiscal year summary
- Coordinate with the Board President to ensure financial clarity during the Annual Meeting

Board Role - Education Committee Chair

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ARTICLE IV BOARD OF DIRECTORS

Section 4.3 Director Capacity. Three of the Directors shall be simultaneously elected to serve as committee chairs.

ARTICLE VI COMMITTEES

Section 6.2 Committee Chair. The chair of each committee shall be elected once each year at the Annual Meeting of the Members as described in Article IV. Each committee chair shall hold office until a successor shall have been duly elected and shall have qualified. The Committee Chair shall call, conduct, and cause minutes to be prepared for each committee meeting.

Section 6.3 Rules. Each committee may adopt rules for its own government not inconsistent with the Articles of Incorporation, these Bylaws, any rules adopted by the Board of Directors, or the Act.

ARTICLE IV. BOARD OF DIRECTORS

Section 4.4 Director Terms. The Directors simultaneously elected as committee chairs shall be elected to a one year term.

Duties

- **Committee**
 - Select committee members as needed, organize and hold committee meetings.
 - Organize membership poll to assess topics of interest and needs of group.
 - Creates annual calendar of education sessions, including topic, date, time, event description, and Zoom links.
 - Coordinates with the Board on session dates and annual conference.
 - Sends annual calendar and updates to Secretary to send out meeting requests and reminders to the group, and to the Website Manager to post event information on The Exchange.
 - Shares updates with Board and Secretary as needed.
 - Secures members to share their expertise on specific session topics and works with the member on presentation timing, agenda and material to ensure an engaging, value-focused session.
 - Assigns committee members to host individual sessions and manage any speakers.
 - Records sessions (with exception of peer-sharing) and shares link with website manager.
- **Session Hosting** (Chair and/or Committee members):
 - Schedule Zoom meeting and provide link to education chair
 - Organize content, secure SME's or panel. Outline the timeline for PPT, handouts, and confirm time allocation. Assign slide budget if needed. i.e., 1 slide = 4 min.
 - Remind panel members or experts – no selling from the stage. Just deliver expertise.

- Facilitate dry run, as needed.
- Add handouts or materials to platform prior to event, two weeks prior to session.
- Kick off session, facilitate/keep time during session, wrap up session.
- Remind participants of upcoming event(s)
- **Zoom** (Chair and/or Committee members):
 - Host schedules event on their Zoom account and opens the session ten minutes early.
 - Record event and send link to chair to post on exchange

Board Role - Membership Chair

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ARTICLE IV BOARD OF DIRECTORS

Section 4.3 Director Capacity. Three of the Directors shall be simultaneously elected to serve as committee chairs.

ARTICLE VI COMMITTEES

Section 6.1 Committees Generally WSE shall have a membership committee, an events committee, and an education committee. No committee shall have the authority to amend, alter, or repeal Bylaws; appoint or remove any member of any such committee or any Director or Officer of WSE; or amend, alter, or repeal any resolution of the Board of Directors. The delegation of authority to a committee shall not relieve the Board of Directors, or any individual Director, of any responsibility imposed by law.

Section 6.2 Committee Chair. The chair of each committee shall be elected once each year at the Annual Meeting of the Members as described in Article IV. Each committee chair shall hold office until a successor shall have been duly elected and shall have qualified. The Committee Chair shall call, conduct, and cause minutes to be prepared for each committee meeting.

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ARTICLE IV. BOARD OF DIRECTORS

Section 4.4 Director Terms The Directors simultaneously elected as committee chairs shall be elected to a one year term.

Duties

The Membership Chair, or the Membership Chair's designee, shall serve as the primary liaison between prospective members and WSE. This role is responsible for overseeing the entire membership application process, from initial inquiries through to application collection, review coordination, selection, and notification. In general, the Membership Chair will perform all duties incident to the office and any additional duties as may be assigned by the Chair or Board.

- **Membership**
 - **Recruitment and Applications**
 - Serve as the point of contact for all prospective member inquiries.
 - Provide applicants with clear instructions and ensure access to the WSE application and as needed, the membership agreement.
 - Answer questions and engage with interested candidates to ensure alignment with WSE values and mission.
 - Promote open application periods during enrollment windows through personal outreach and networking with existing members.

- **Review and Selection Process**
 - Organize and chair the membership application review committee.
 - Oversee application scoring, discussion, and decision-making in alignment with membership criteria, maintaining confidentiality and professionalism throughout the review process.
 - Notify all applicants of acceptance or decline decisions and ensure timely follow-up.
 - Coordinate the onboarding process for new members in collaboration with the Secretary and/or other board members and assign a mentor for each new member.
- **Membership Cycle Calendar**
 - November/May: Confirm upcoming semi-annual application/enrollment periods.
 - December/June: Launch communication of enrollment period to the membership and prospective members. Bring membership committee together for the selection process.
 - January/July: Finalize accepted members and provide updated list to the Secretary and Treasurer.
- **Records and Communication**
 - Make announcements on The Exchange introducing new members as well as at the first quarterly meeting.
 - Help to maintain up-to-date records of applicants, current members, and communications.
 - Coordinate with the Secretary to ensure membership rosters are reflected accurately on The Exchange and in internal documents and that all necessary documents are signed.
 - Work with the board to update application language or process as needed based on feedback or strategic direction.
- **Additional Responsibilities**
 - Assign all new members and members who have rejoined after 1+ year absence a mentor.
 - Suggest and implement strategies to increase outreach, improve application quality, and ensure diverse, high-quality membership growth.
 - Participate in monthly board meetings and provide membership updates, be an advocate for how WSE initiatives and decisions impact membership goals and standards.

Board Role - Events Chair

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ARTICLE IV BOARD OF DIRECTORS

Section 4.3 Director Capacity. Three of the Directors shall be simultaneously elected to serve as committee chairs.

ARTICLE VI COMMITTEES

Section 6.1 Committees Generally WSE shall have a membership committee, an events committee, and an education committee. No committee shall have the authority to amend, alter, or repeal Bylaws; appoint or remove any member of any such committee or any Director or Officer of WSE; or amend, alter, or repeal any resolution of the Board of Directors. The delegation of authority to a committee shall not relieve the Board of Directors, or any individual Director, of any responsibility imposed by law.

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ARTICLE IV. BOARD OF DIRECTORS

Section 4.4 Director Terms The Directors simultaneously elected as committee chairs shall be elected to a one year term.

Duties

The Events Chair shall lead the planning and execution of the organization's annual event by building a strong committee, managing the budget, and ensuring all event activities stay on track and aligned with the organization's mission.

- **Committee Leadership**
 - Recruit and organize a committee of volunteers to support event planning and execution
 - Assign roles and responsibilities to committee members based on skills and interests
 - Host regular check-ins to ensure alignment and progress
- **Budget Management**
 - Build the event budget in collaboration with the Treasurer
 - Ensure all spending is aligned with allocated funds
 - Track expenses and maintain financial accountability throughout the event process
- **Event Planning and Coordination**
 - Set and manage the event timeline to meet all planning milestones

- Collaborate with vendors, sponsors, and speakers to ensure quality
- Communicate regularly with the board to share updates and request support
- **Execution and Oversight**
 - Lead the execution of the annual event onsite or virtually
 - Ensure smooth logistics and positive guest experience
 - Conduct a post-event debrief with the committee to review outcomes and identify improvements

Key Outcomes

- A well-organized and impactful annual event
- Responsible use of budget and resources
- Engaged and empowered volunteer committee
- Strengthened connection to the community and support for the mission

Time Commitment

- November – May: approximately 3 to 4 hours per month
- June – October approximately 5 to 8 hours per month
- Additional hours during the event week for final execution and follow-up

Board Role - Member at Large

Women Sale Experts – Bylaws (effective 28-August-2024)

ARTICLE IV. BOARD OF DIRECTORS

Section 4.3 Director Capacity. Two of the Directors shall be at-large, meaning such Directors shall not also serve as an Officer or committee chair.

Section 4.4. Director Terms. The at-large Directors shall be elected to a two year term.

Duties

The Member at Large shall serve as a representative of the general membership on the Board; provide input on issues of concern to the membership; participate in special projects and initiatives as assigned by the Chair or the Board; assist with outreach and engagement efforts to expand WSE's influence and impact; serve on committees as needed to support organizational goals; and in general perform all duties as may from time to time be assigned by the Chair or by the Board to advance the mission of WSE.

- **Meetings** - The Member at Large will attend Board meetings, designated Committee meetings, and general Membership meetings.
 - The Board
 - monthly meetings for the year
 - additional meetings as required for running of the organization
 - The Membership
 - quarterly meetings
- **Committees** - The Member at Large will serve on Committees as needed and serve as the Board Liaison for ad hoc committees.
 - Board Liaison
 - Serve as the communication vehicle between ad hoc committees and the Board to ensure consistency.
 - Bring ad hoc committee work to the Board for any approvals necessary.
 - Committee Member
 - The Member at Large should be available to serve as a member for any Board designated committee. i.e., event committee, education committee, membership committee, etc.
- **Records**
 - Official records will be kept in the Women Sales Experts Exchange <https://womensalesexperts.org> in documents and forums as appropriate
 - The Member at Large will reinforce the need for documentation from designated Committees.