

# NATIONAL WEATHER ASSOCIATION POSITION DESCRIPTIONS

(Current as of 1 December 2005)

[Position descriptions are approved by the NWA Council. Any NWA member can suggest changes to the position descriptions by corresponding with the NWA Secretary who will bring the suggestions to the Council for discussion and approval. Roman numerals refer to paragraphs in the NWA bylaws.]

Council members please also see your group responsibilities listed on page 8.

The **NWA President** shall:

Beginning on 1 January of the year following his/her term as president-elect, perform duties prescribed by the NWA bylaws and be a member in good standing during the one-year term of office and the follow-on year as the immediate past president on the Council (IV). **He/she as the senior elected officer is the official voice of the NWA, which is an all inclusive, member-led, nonprofit, professional association.**

Provide leadership, direction and conduct business for the NWA during term of office. Work closely with the Executive Director to keep abreast of day-to-day operations of the Association. Work closely with the Council in formulating direction, policies and plans of action (IV).

Appoint Chairs of the various standing and ad hoc committees as well as Editors for the NWA *National Weather Digest*, *Electronic Journal* and NWA *Newsletter* – with advice and consent of Council. Committee Chairpersons serve at the pleasure of the President; the President may dismiss them at any time for reasons of performance or other reasonable cause. The President is an ex-officio member of all committees except the Nominating Committee. Appointments of all committee members are subject to confirmation by the President (IX, X).

Keep in close contact with the President-Elect to ensure a smooth transition at year's end (IV).

Work closely with the NWA Council, as appropriate. Call Council meetings as necessary. Chair the NWA Council. Generally conduct two Council business meetings per year; one at the NWA Annual Meeting, and the other at an opportune midyear point (V).

Represent the NWA at national or other ceremonial events during the year, as appropriate or required. If unable to attend an important event, request another officer, councilor, or member in good standing to represent the NWA and the President at that event.

Ensure proper order is maintained at business meetings. Appoint a Parliamentarian, if needed, to assist in conduct of business and to advise members of their rights and privileges, in accordance with *Robert's Rules of Order, Newly Revised* (XIII).

Write president's message for the monthly Newsletter or delegate someone to accomplish an appropriate column to keep members abreast of NWA policies and initiatives.

The **NWA President-Elect** shall:

Perform duties prescribed by the NWA Bylaws and be a member in good standing during the one-year elected term of office, the next year as President and the follow-on year as the immediate past president on the Council (IV).

Work closely with the President to learn the duties of his/her office. Automatically assume the office of NWA President on January 1 of his/her year as president (IV).

Undertake leadership of *ad hoc* tasks with other Council members to assist the President in his/her duties, at the discretion and request of the President (IV).

Act as liaison to, and be responsible for, activities relating to local chapters (IV).

Act as Vice-Chairperson of the Council when in session and sit as Chairperson in the President's absence (V).

Be expected to attend Council meetings twice per year, if called by the President, including one conducted during the NWA Annual Meeting.

Ensure a review of Officers and Councilors position descriptions prior to Annual Meeting of each year. Assure consistency with Bylaws. (Implied)

Lead the nominating committee to prepare a ballot of candidates for the next election to the Council. The draft ballot will be presented to the Council no later than the Council meeting occurring at the time of the NWA Annual Meeting. Once the ballot is approved by the Council, the nominating committee obtains biographies of each candidate to accompany the ballot that will be formatted, printed and mailed out to all members in November by the NWA staff (IX, VI).

The **NWA Vice-President** shall:

Perform duties prescribed by the NWA Bylaws and be a member in good standing during the one-year of elected term of office (IV).

Ensure a review of the Association's Bylaws is conducted each year, and that any proposed amendments are approved by the Council and membership in accordance with existing Bylaws requirements (XIV, implied).

Assist the President-Elect, with *ad hoc* duties to be assigned at the discretion and request of the President (Implied, IV).

Share, as a member of the Council, in the general oversight responsibility for the Association (IV, V).

Be expected to attend Council meetings twice per year, if called by the President, including one conducted during the NWA Annual Meeting.

If, for any reason, the office of President-Elect becomes vacant, fill the remainder of the President-Elect's term and then progress to the office of President at the next normal rotation of elected officers (IV).

Monitor the actions of Annual Meeting Program Committee and offer assistance with the program as appropriate to help ensure success.

The **NWA Secretary** shall:

Perform duties prescribed by the NWA Bylaws and be a member in good standing during the two-year elected term of office (IV).

Share, as a member of the Council, in general oversight responsibility for the Association (IV, V).

Be responsible for Council correspondence. Ensure that minutes of all official meetings are taken and recorded, and that the minutes are correctly transcribed and distributed as directed by the President (IV). Assemble messages regarding issues/decisions the Council deals with via e-mail in case they have to be officially added to the minutes of the next meeting.

Be expected to attend Council meetings twice per year, if called by the President, including one conducted during the NWA Annual Meeting.

Notify the Association's members of the time and place of the NWA Annual Meeting, not less than sixty days prior to that meeting. Notify members of any other member meetings not less than thirty days prior to those meetings. [Note: In practice, the Executive Director or President accomplishes this task; the Secretary bears the responsibility for ensuring it happens.] (VIII)

Help coordinate member surveys, review and disseminate NWA news releases as appropriate, respond to and/or forward member questions/issues to appropriate NWA officers, councilors, committees, or other staff.

The **NWA Treasurer** shall:

Perform duties prescribed by the NWA Bylaws and be a member in good standing during the two-year elected term of office. (IV)

Share, as a member of the Council, in general oversight responsibility for the Association. (IV, V)

Periodically review the financial records of the NWA, as accomplished by the Executive Directors. This review will include such items as financial statements and dues collection. Review the Executive Director's formal and complete financial report at the end of each fiscal year, prior to its submission to the Council and membership. (XII)

Audit the NWA's financial records annually at the close of the fiscal year, with an auditor's report submitted with the annual financial report to the council and membership. (XII)

Be expected to attend Council meetings twice per year, if called by the President, including one conducted during the NWA Annual Meeting.

Monitor the Association's investments, making recommendations to the Executive Director and Council, as appropriate. (Implied)

Oversee and keep the President and Council informed of all Association finances. (IV, XII, implied)

As appropriate provide cost-effectiveness evaluations as needed for proposed and/or existing (or on-going and recurring) NWA initiatives and programs.

**The NWA Immediate Past President shall:**

Provide advice, assistance, and council to the President as needed or requested by the incumbent President especially on issues of continuity.

Serve on the NWA Council and be a member in good standing for one year following his/her term as president. (V)

Be a member of, assist with leadership of and be the liaison to/from the Council to the NWA Strategic Planning Committee (SPC) for the following year after term of office as President. Remain a member of the NWA SPC at his/her and the President's pleasure for an indefinite period of time following completion of term as President.

As a member of the Council, the immediate Past President is expected to attend Council meetings twice per year, if called by the President, including the one conducted during the NWA Annual Meeting.

Review financial plans and on-going/recurring expenses and financial reports as liaison and representative for the general membership

**NWA Councilors shall:**

Perform duties prescribed by the NWA Bylaws and be members in good standing during their three-year elected term of office. (IV)

Serve, along with the elected officers, as the Board of Directors, or Council, of the Association. Role is to define the direction of the Association by establishing policies and procedures, setting goals and objectives, and providing advice and consultation to the President and other members of the Council. As defined by the NWA Bylaws, certain actions such as approving a budget may only be accomplished by a vote of the Council. (V, implied)

Serve a three-year elected term, with four of the twelve councilors elected each year to ensure continuity. Councilors may not serve more than two consecutive terms. Councilors are expected to attend Council meetings twice per year, including one conducted during the NWA Annual Meeting. (V)

Undertake *ad hoc* tasks, as requested by the President-Elect or directly appointed to by the President. (Implied)

**The NWA Commissioner of Committees shall:**

Be a member in good standing and appointed by the Council to serve for a term of three years. The Commissioner shall be responsible for coordinating Committee activities with the respective Chairpersons. The Commissioner shall ensure that the Committees contribute to the mission of the Association. (The Council should approve new initiatives and policies of committees to ensure they are consistent with NWA's mission.) The Commissioner of Committees serves at the pleasure of the Council and may be removed for just cause by a two-thirds vote of the Council (IV).

Along with the Executive Director and Assistant Executive Director be an ex-officio member of the Council. As such, he/she shall not have voting privileges.

Be responsible for monitoring and reporting of Committee activities and plans to the Council as appropriate. Make formal recommendations on applicable new committee activities and policies to the Council for formal approval when necessary.

Provide guidance and direction from the Council to the appropriate Committee Chairpersons as required. Provide feedback and suggestions independently and from the Council to the Committee Chairpersons to assist them in their leadership roles.

Ensure that Committee Chairpersons provide an activities report, a plan for the coming year, and a list of Committee membership by October 1 of each year. This information will be presented to the NWA Council at the Annual Meeting. Complete committee reports in early December if changes/amendments occur from the reports briefed to the Council in October.

Review Committee Web pages and provide feedback and encouragement to Committees to keep information updated and relevant. Periodically recommend to Committee Chairs to submit news items and articles to the Newsletter, Digest and Electronic Journal.

Lead coordination efforts to submit names of new Committee Chairpersons to the Council for approval, and new Committee member recruits to the President for approval.

[Background: The NWA Vice-President was the liaison between the Committees and the Council for years, but it was difficult for the VP in his/her one-year position to learn what the committees were doing and handle the workload/coordination. A 3-yr, Commissioner of Committees, appointed position was decided upon in 1996. Rodger Brown was the first Commissioner (97-99) followed by Dave Knapp (00-04) and now Liz Quoetone (05-07).]

**NWA Council members** shall, as a **group**:

Consist of the elected officers, the immediate past-President, and twelve elected Councilors. The President shall be the Chairperson and the President-Elect shall be the Vice-Chairperson. The Executive Director, Assistant Executive Director and Commissioner of Committees will be members of the Council, except they will not have voting privileges. (V)

Perform duties prescribed by the NWA Bylaws while acting as members of the council, in addition to the duties of their individually elected offices. Members of the Council are the Directors of the Association, and must be NWA members in good standing. Perform general oversight for the association.

Add additional Council members, if desired, by a two-thirds vote. (IV)

Appoint a member of the Association (by majority vote) if any of the positions of Vice-President, Secretary, or Treasurer become vacant. (IV)

Approve the annual budget of the NWA presented by the Executive Director and Treasurer; add additional or supplementary funds by a simple majority vote. (XII)

As a sitting Council, can remove an NWA officer or Committee Chairperson for just cause, if necessary. NWA officers, councilors and committee chairpersons serve at the pleasure of the Council. (IV)

Consider and approve, if appropriate (by majority vote), the Vice-President's & Commissioner of Committees' formal recommendations on new committee activities and policies. This action is to ensure new activities are consistent with NWA mission and objectives. (IV)

Review the Executive Director's formal and complete financial report at the end of each fiscal year, following the Treasurer's review. Ensure the approved report is submitted to the membership. (IV, XII)

Select and appoint the Association's appointed officers; the Executive Director, Assistant Executive Director and the Commissioner of Committees. This action will require a majority vote of the Council. Removal for cause of the Executive Director and other appointees will require a two-thirds vote of the Council. (IV)

If at least half of the Council members desire a meeting of the Council, the President must call such a meeting. (VIII)

The NWA **Committee Chairpersons** shall:

Be members in good standing for their term of office, be appointed by the President, in writing, with concurrence of the NWA Council, and report to the NWA Commissioner of Committees on a day-to-day basis. (IV, IX)

Promote the goals and objectives of the NWA.

Recruit and select Committee members and obtain the President's approval on them through the Commissioner of Committees. In accordance with the NWA Bylaws, Committees shall consist of at least three members, and be limited to fifteen. Certain committees may need subcommittees to carry out specific duties such as the Broadcast Meteorology Committee and these will be approved by the Council as appropriate. Committee Members will generally serve for a three-year period, unless provided special dispensation from the President. (IV, IX)

Recommend your successor to the Council through the Commissioner of Committees by 1 October of your third year of being the committee chair.

Keep continuity records on Committee membership, correspondence, and proceedings. This might include such items as meetings, conference calls, or interactions with the President, the Council, other officers, or other Committees on issues of substance. (IX)

Organize, guide, and direct the Committee in fulfilling its responsibility of monitoring events, developments, and items of interest in the areas of concern and reporting these items in the Newsletter and other appropriate NWA publications/correspondence and to the Council via the Commissioner of Committees. (IX) Obtain approval of the Council through the Commissioner of Committees before you begin new initiatives that may require NWA resources and/or affect NWA policy or procedures.

Prepare an Annual Activities Report and Plan for the coming year for presentation to the Council. Present the report to the Council at the NWA Annual Meeting; if unable to attend, arrange for a designee to make the presentation. This report and a list of Committee membership will be provided to the Commissioner of Committees by 1 October of each year, and be conveyed to the newly-elected President the following year. (IV, IX, implied)

Provide verbal or written updates to the Commissioner of Committees at least semi-annually, prior to the midyear NWA officers' meeting, normally held about mid-calendar year and by October 1 in preparation for the Annual Meeting, normally held in mid-October. (IV, implied)

Conduct a face-to-face meeting of committee members if at all possible at least once per year, preferably in conjunction with the NWA Annual Meeting.

Request assistance from the NWA Council through the Commissioner of Committees, the NWA staff, other committees or NWA members as needs and concerns arise.

Ensure committee Web pages are kept up to date.