

WAPA Executive Committee Duty Summaries

All Terms are Two Years

WAPA President Duties:

1. **Generally supervise, direct, and have responsibility for the business activities, events, and Officers of WAPA.**
 - a. Be cognizant of all aspects of organizational operation in order to promptly respond to opportunities, inquiries, comments, and/or unforeseen issues presented by the Association or the general public.
 - b. Save all WAPA-related correspondence to document the organizational operation of the Association.

2. **Call and preside at Executive Committee (EC) meetings, as needed.**
 - a. Announce meeting (usually held via Zoom, so invitation must be generated and sent).
 - b. Prepare agenda.
 - c. Send agenda to EC a few days before meeting.
 - d. Add any items that are brought by committee members.
 - e. Post-EC meeting:
 - i. Complete items on to-do list from meeting.
 - ii. Review minutes when presented by the Secretary.

3. **Review EC items as part of the general system.**
 - a. Review and approve expenses to be paid by the Treasurer during the year.
 - b. Consult with EC members regarding decisions that affect the organization or members of it that come up throughout the year.
 - c. Transmit EC decisions to the membership as appropriate.

4. **Preside at WAPA Membership Business Meetings.**
 - a. Call for semi-annual general membership business meeting agenda items no later than one month before meeting.
 - b. Prepare the semi-annual general membership business meeting agenda.
 - c. Post semi-annual general membership business meeting:
 - i. Complete items on to-do list from meeting.
 - ii. Review minutes when presented by the Secretary.

5. General Communication and Correspondence.

- a. Write and send consulting party letters or web comments on behalf of the organization.
- b. Respond to questions/comments that are submitted via the contact- us portion of the Wyoming Archaeology website.
 - i. This is done via email with a copy to the WAPA Secretary and all others to which the question/comment may pertain.
- c. Send a welcome letter with WAPA stickers to newly approved applicants upon receiving information from the Vice President/Chair of the M&E Committee. Please see the *Membership Application Review Procedures* document for more detailed information on this process.

6. Grievance Review and Resolution Recommendation.

- a. See the *Grievance Review and Resolution Recommendation Process* document for detailed information on this procedure. The following information is a basic summary:
 - i. The President is the point of contact for receiving grievance initiation forms and confirms with all parties involved.
 - ii. The President transmits the received forms to the Vice President, who is the Chair of the Membership and Ethics Committee (M&E).
 - iii. The President distributes the results of the M&E findings to the EC for a vote and then distributes these results as appropriate.

7. The President is an ex-officio member of all committees.

- a. The President is available for consultation with all committee chairs on items of concern.

WAPA Vice President Duties:

1. General Duties

- a. Attend internal EC meetings (in-person and virtual meetings).
- b. Attend the spring and fall WAPA Business Meetings.
 - i. Provide the Vice President’s report at the WAPA meetings which may include a list of new WAPA members, updates on membership application forms, the number of grievances the Membership and Ethics (M&E) Committee has received, etc.
- c. The Vice-President shall act with the powers of the President in the event that the President is unwilling or unable to perform appointed duties.
- d. The Vice-President shall chair the M&E Committee.

2. WAPA Membership and Ethics Committee Duties

- a. M&E Committee Chair
 - i. The M&E Committee shall be composed of the Vice-President and four voting members appointed by the EC, no more than two of which are EC members.
 - 1. After the EC votes on the M&E Committee nominees, the Vice President, as Chair of the M&E Committee, will inquire with the nominees to confirm the acceptance of the position.
 - a. If a nominee is unable to accept the position, the Vice President will reconvene with the EC to identify an alternate nominee.
 - ii. The two main purposes of the M&E Committee include:
 - 1. WAPA Membership Application Review
 - 2. WAPA Grievance Review and Resolution Recommendation
 - iii. The Vice President shall call and preside at any necessary M&E Committee meetings.
- b. WAPA Membership Application Review
 - i. The Vice President shall receive and coordinate review of all new and reapplication WAPA membership forms and resumes.
 - 1. Please see the *WAPA Membership Application Review Procedures* document for more detailed information on this process.
- c. WAPA Grievance Review and Resolution Recommendation
 - i. The Vice President shall receive all grievance initiation forms and supporting evidence from the President.
 - ii. Upon receipt, the Vice President will be responsible for distributing these materials to the M&E Committee.
 - iii. The Vice President will call for and preside over meetings to discuss the grievances and formulate resolution recommendations.
 - iv. Please see the *WAPA Grievance Review and Resolution Recommendation Procedures* document for more detailed information on this process.

WAPA Treasurer Duties

- 1. General Duties.** The main function of the Treasurer is to manage all funds that come into or flow out of the organization.
 - a. Collection and tracking of annual dues payments. Dues can either be paid by check or through our PayPal website, which is managed by the Treasurer.
 - i. All membership dues for the year are due by April 1.

- b. Management of all other finances for the organization.
 - i. The bank account/checking account
 - ii. An investment fund
 - iii. paying taxes
 - iv. dispersal of monies.
- c. Maintain the membership roll and maintain all financial records and transactions.
 - i. The records should be audited by someone in the membership each year prior to April 15. Generally, make a call for a volunteer to conduct this audit at the Fall meeting.
- d. Help with other tasks as needed such as ordering merchandise and awarding awards because the Treasurer has the debit card for the WAPA checking account.

2. Membership Dues:

- a. The Treasurer (or the Secretary; this is a coordinated effort) sends out dues reminders.
 - i. An email is sent at the beginning of January each year reminding members to pay their dues.
 - ii. A follow up reminder email is sent in February
 - iii. Reminders are sent to individuals directly who have not paid at the end of February.
- b. Checks received by mail are deposited into our UniWyo Checking Account.
- c. PayPal will automatically transfer twice monthly into the UniWyo Account
- d. Track membership in the spreadsheet found in the WAPA Google Drive.
 - i. The tracking sheet helps the Treasurer determine whose membership has lapsed and when to write individual emails asking for annual dues.

3. Putnam Investment Account

- a. Statements from this investment fund must be downloaded, saved, and scanned when arrive via email. They are stored in the WAPA Google Drive.
- b. Most of the money is in a Large Cap Value A Fund
- c. You should update the username, mailing address, and phone number as appropriate when you become Treasurer.

4. UniWyo Checking Account

- a. WAPA’s only checking account; all dues deposited here.
- b. When checks are deposited write the check writer’s last names on the receipt and scan it and file it in the WAPA Google Drive folder (“Treasurer”).
- c. Order more checks as needed.

5. Dispersal of Monies

- a. Listed on the detailed Treasurer’s duties in the WAPA Google drive is a list of donations/transactions to be made each year.

6. Taxes

- a. File taxes on behalf of the organization annually before April 15.
- b. Form 990-N (e-Postcard)

WAPA Secretary Duties

1. Primary duties of this position are:

- a. Take minutes at all WAPA meetings, including EC meetings that occur throughout the year.
- b. Maintain the minutes on the WAPA Google Drive.
- c. Announce all business meetings to the membership.
 - i. The announcements should be sent out on the Listserv and posted on WAPA social media.
 - ii. The President or the Secretary will send the final agenda to the WAPA membership through the ListServ one week prior to the business meeting.
- d. Announce the call for nominations for the next election to the membership.
- e. Manage the WAPA Facebook page and respond to messages.
- f. Questions/comments submitted via the "Contact Us" page of the Wyoming Archaeology website are responded to by the President, but a copy is also sent to the Secretary.
- g. As the WAPA Membership and Ethics Committee accepts new members, the Secretary will save the applications in the WAPA Google Drive and add the applicants' email to the ListServ, if requested.
 - i. More information on this process can be found in the *WAPA Membership Application Procedures* document.
- h. The Secretary works with the Treasurer to maintain the membership list, especially when many payments are made at the beginning of the year.
- i. The Secretary assists the Treasurer in ordering and maintaining WAPA merchandise and purchasing awards.

2. Additional information on the meeting minutes:
 - a. Minutes from business meetings should be sent to the membership via the Listserv at least one month before the next meeting, but ideally as soon as possible after the meeting to which the minutes belong.
 - b. Additionally, once business meeting minutes are approved (and any edits/comments have been addressed) at the subsequent business meeting, email them to the WAPA webmaster to put on the Wyoming Archaeology website.
 - c. All of the regular business meetings and EC minutes are in the Google Drive "WAPA Meeting Minutes" and "Executive Committee Meeting Minutes" folders in Word/Google Doc form.

3. Other Additional information:
 - a. The ListServ is updated by the Secretary as needed.
 - b. Special events, such as the annual lecture, are announced by the Secretary.

WAPA Member-at-Large Duties

1. **Primary duties of this position are:**
 - a. Attend business meetings (generally two per year, spring and fall)
 - b. Attend EC meetings as needed to discuss Association business. These are generally held virtually.
 - c. Assist the other members of the EC with matters related to the Association as requested and as needed.
2. **Preside over awards presented by WAPA:**
 - a. Maintain a list of awards presented by the organization, noting the monetary or other kind of acknowledgement that accompanies the award.
 - b. Notify the EC of award deadlines to assure a call for nominations is issued in a timely manner.
 - c. Aid in selecting acknowledgements for award winners, as needed.
 - d. Send award winners' names to the WAPA webmaster for posting.