

Operating Guide for the WSWS Rita Beard Endowment Foundation (WSWSRBEF) Trustees

Created April 24, 2019 Refer to the Articles of Incorporation and By-Laws approved on March 29, 2017 for terms of office for Trustees.

President: In addition to the duties outlined in the Articles of Incorporation, the President will be responsible for the following:

1. The President will take office at the end of the WSWS Annual meeting.
2. During the year, the President will receive monthly financial reports from the WSWS Business Manager and share these with the Board of Trustees.
3. When necessary, the President will call for a telephone conference of the Board of Trustees to discuss and act upon items needing action.
4. The President will, in a timely manner, inform the individuals who have received a scholarship to attend an upcoming meeting.
5. Approximately 60 days prior to the annual WSWS meeting, the President will communicate with the WSWS Program Chair and the Business Manager for a meeting room and time for the WSWSRBEF Board of Trustees to meet. Any of the Award winners will be invited to attend the meeting.
6. At the WSWS Awards Luncheon during the annual meeting, the President will introduce the scholarship award recipients.
7. During the year, the President, in cooperation with the Vice President, will be responsible for fund raising efforts.

Vice-President: In addition to the duties outlined in the Articles of Incorporation, the Vice-President will be responsible for the following:

1. The Vice-President will work with the President in fund raising efforts.

Secretary: In addition to the duties outlined in the Articles of Incorporation, the Secretary will be responsible for the following:

1. The Secretary will take minutes for all official meetings (in person, via telephone, or electronic mail actions) of the WSWSRBEF Board of Trustees and report the minutes and actions to all Trustees in a timely manner.
2. The Secretary will update the scholarship application forms each year and send application information to contacts with WSWS, NAISMA, WAPMS and SRM (newsletter editors or web site managers).
3. Once the deadline for scholarship applications (this will be set by the Trustees during the WSWS annual meeting) has past, the Secretary will send the applications to all Trustees for review and ranking. The Secretary will set the timeline for their responses.
4. Once all Trustees have responded with their rankings, the Secretary will report the results to the Board. The Board will determine how many and who will receive the scholarships.
5. The Secretary will prepare an announcement of the award recipients and send this to the contacts with WSWS, NAISMA, WAPMS and SRM.

Second Year Trustee: Will attend or participate in all WSWSRBEF Board of Trustee meetings (in person, via telephone, or electronic mail actions). The Second Year Trustee will become the Secretary at the end of the WSWS annual meeting.

First Year Trustee: Will attend or participate in all WSWSRBEF Board of Trustee meetings (in person, via telephone, or electronic mail actions). The First Year Trustee will become the Second Year Trustee at the end of the WSWS annual meeting.