

GBTA-WI Board Descriptions

Board of Directors (Elected Positions):

- President
- Executive Vice President
- Vice President – Education
- Vice President – Membership
- Treasurer
- Direct Director
- Allied Director
- Chairman (automatic, not elected)

President

Chief executive officer responsible for overall chapter supervision and leadership.

- Presides over all meetings
- Appoints committee chairs
- CPC liaison and participant
- Newsletter article contributor
- Coordinates annual strategic planning

Time Commitment: 4-6 hours/month + CPC travel (3 in-person, 1 virtual annually)

Chairman

Past President serving in advisory role to ensure continuity.

Executive Vice President

Acts in place of President when needed; oversees PR, website, newsletter, summer event, and government relations.

- Newsletter article contributor

Time Commitment: 4-6 hours/month + board meetings

Vice President – Education

Coordinates educational content and events.

- Oversees Programs, Special Events, and Hospitality
- Coordinates Education Day and chapter meetings
- Manages speaker logistics, surveys, and works with website chair to ensure accurate online content
- Collaborates on venue RFP and contracts

Time Commitment: 10+ hours per meeting; 30+ hours for Education Day

Vice President – Membership

Manages member applications, renewals, and recruitment.

- Maintains membership lists
- Provides membership reports and meeting slides
- Oversees Membership, Charitable Giving, and Sponsorship Committees

Time Commitment: 4-6 hours/month

Treasurer

Maintains financial records and processes all payments.

- Manages QuickBooks, invoices, and deposits
- Leads annual budget creation and presents to chapter for approval
- Supports other board members and committees with budget needs
- Presents financial reports

Time Commitment: Varies by month; 2-4 hours typical; 3-4 hours in December/January

Secretary

Maintains non-financial records.

- Records and posts meeting minutes
- Captures action items
- Newsletter article contributor

Time Commitment: 4-6 hours/month

Allied Director

Liaison to Allied members.

- Assists with renewals, recruitment, and newsletters
- Oversees Volunteer Coordinator

Time Commitment: 4-6 hours/month

Direct Director

Liaison to Direct members.

- Leads roundtables, outreach, and communications
- Newsletter article contributor

Time Commitment: 4-6 hours/month