

## **WCARB COMMITTEES: ROLES & RESPONSIBILITIES OPPORTUNITIES FOR SERVICE**

The expertise of WCARB members is essential to keeping the Western Region vibrant. There are many opportunities to participate in committees and work groups. You are encouraged to get involved!

There are also many opportunities for service on national NCARB committees. More information can be found at [ncarb.org](http://ncarb.org).

### **EXECUTIVE COMMITTEE** (reference bylaws Article 7):

The Executive Committee of the Western Region (aka Region 6) is composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The Regional Director and the WCARB Executive Director serve as ex officio non-voting members of the Executive Committee. The officers of the Executive Committee (Chair, Vice-Chair, and Secretary-Treasurer), as well as the Regional Director, are elected each year by the WCARB membership at the Annual Regional Meeting (aka Regional Summit).

1. The Chair of the Executive Committee exercises general supervision over the affairs of WCARB and performs all the duties required by the bylaws or delegated by the Executive Committee. The Chair presides at every meeting of the Western Region and of the Executive Committee and appoints all committees.
2. The Secretary/Treasurer reviews the minutes and financial statements that are prepared by the Executive Director and presents them at the annual WCARB meeting, which is held at the Regional Summit.
3. In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair presides and performs all the duties of the Chair.
4. In the absence of both the Chair and the Vice Chair, the Secretary/Treasurer presides and performs all the duties of the Chair.
5. The Chair serves as the official representative of WCARB to the NCARB Annual Meeting.
6. The Chair serves as the official representative to the NCARB Regional Leadership Committee.
7. All members of the Executive Committee serve as Liaisons to the Work Groups that are established in the Strategic Plan. Their roles are to support the Work Groups by clarifying tasks, helping recruit volunteers to serve, and reporting activities to the Executive Committee.

The Executive Committee of the Western Region administers the affairs of the Western Region; puts into effect all general policies, directions and instructions adopted at any meeting of the Western Region where a quorum is present, and acts for the membership of the Western Region in all matters within the limits of authority granted to the officers and Executive Committee by the Bylaws.

Meetings of the Executive Committee are held on-call by the Chair or a majority of the Executive Committee members, with a minimum of one meeting per year in addition to the Executive Committee Meetings held in conjunction with the Western Region and National Council Annual Meetings. This additional meeting is set as determined by the Executive Committee for planning of the next Annual Region Meeting.

## STANDING COMMITTEES (Reference bylaws Article X)

The following standing committees are chaired by a member of the Executive Committee:

1. **The Elections Committee** approves credentials of Official Delegates, oversees the elections.
2. **The Resolutions and Laudatories Committee** proposes resolutions, reviews and compiles resolutions proposed by Members for consideration, composes laudatory resolutions if needed, and presents resolutions at any meeting.
3. **The Education Program Committee** creates and facilitates the Education Workshops for delegates and MBE's when they are held at the Annual Region Meeting. The Vice Chair chairs the Education Program Committee, and the committee includes three volunteers from the general membership.

## STRATEGIC PLAN WORK GROUPS

WCARB's Strategic Plan is organized around its mission through three guiding principles: Educate, Collaborate, and Influence. Each principle has a variety of Strategies that have been articulated to accomplish the mission. To carry out the Strategies, there are Actions (also referred to as Tasks) that are developed annually by the Executive Committee and adopted by the membership at the Annual Region Meeting. Each Action is coordinated through an Executive Committee Liaison, and includes members of the region who have volunteered to take on the Action. A call for volunteers is made each year at the Annual Regional Meeting, however, members can contact the Executive Committee Liaison at any time to join a Work Group. Examples of current (2023-24) Work Groups and their Actions are:

1. Plan and present at least one 1 hour program for WCARB members to be delivered at the annual meeting and/or through video conference. Liaison: Corey Solum.
2. Develop WCARB committee roles/responsibilities to broaden members' understanding of opportunities, and post to website. Liaison: Catherine Fritz.
3. Develop a new member orientation program. Liaison: Mike Kolejka.
4. Define WCARB diversity, and gather information about WCARB members' diversity. Liaison: Tian Feng.
5. Develop interest groups among WCARB members to encourage communications and sharing of activities/info. Liaison: Jim Oswald.
6. Engage WCARB liaisons with other regions; develop a format to report issues and activities. Liaison: Mike Kolejka.