

The roles and responsibilities determined for the incoming January 2008 – December 2008 Board are as follows:

1. **President**
  - a. Responsible for the overall management of PWA
  - b. Provides oversight for a portion of the other Board roles
  - c. Responsible with the VP for external relations, including those with Corporate Members and Sponsors, press, WIN Conference, community and political organizations, other women's groups, etc.
  - d. Serves as EuropeanPWN Board Member
2. **Vice President**
  - a. Responsible for the overall management of PWA in case of absence or inability of President
  - b. Provides oversight for the remaining Board roles not covered by the President
  - c. Responsible with the President for external relations, including those with Corporate Members and Sponsors, press, WIN Conference, community and political organizations, other women's groups, etc.
3. **Treasurer**
  - a. Responsible for the financial and legal management of PWA
  - b. Responsible for organizing the convocation and agenda for the periodic general assembly
4. **Program Director – Meetings**
  - a. Responsible for organizing speaker meetings, speaker dinners, and networking dinners as per the PWA calendar
5. **Program Director – Events**
  - a. Responsible for organizing Networking *Aperitivi*, Holiday and Summer Parties, and other Special Events as per the PWA calendar
  - b. Responsible for organizing the location and catering for the periodic general assembly
6. **Communications & Marketing Director**
  - a. Responsible for emailing all event communications and newsletters
  - b. Manages PWA mailing lists (members, guests, contacts, etc.)
  - c. Distributes printed or other media (posters, brochures, etc.) to increase awareness of PWA
  - d. Organizes staffing for Guest Registration desk at all PWA events and keeps an accurate list of guest attendance for each event
7. **Membership Director**
  - a. Responsible for member administration including management of EuropeanPWN platform and member databases (Excel)
  - b. Responsible for New Membership Orientation programs
  - c. Organizes staffing for Member Registration desk at all PWA events and keeps an accurate list of member attendance for each event
8. **Professional Services Director**
  - a. Responsible for providing career and professional development resources through the website and at PWA events
  - b. Develops website content to promote members' career development
9. **Style & Newsletter Editor**
  - a. Responsible for reviewing all content that will be distributed to members or for external use
  - b. Overall responsibility for newsletter, including content, coordination with webmaster for layout
10. **Webmaster**
  - a. Responsible for updating PWA website
  - b. Responsible for all issues related to website management such as hosting, domain name registration and security
  - c. Responsible for formatting the electronic newsletter