

The logo for WAIC features the acronym 'WAIC' in a large, bold, yellow serif font. Below it, the full name 'Wilsonville Alliance for Inclusive Community' is written in a smaller, yellow serif font. The background of the logo is a photograph of several hands of different skin tones being stacked together in a circle, symbolizing unity and community.

WAIC

Wilsonville Alliance for Inclusive Community

Co-Chairs

Time Commitment: Approximately 10-15 hours per month

Attendance: Attends all WAIC meetings and sponsored or co-sponsored events

Term: Annual

Duties, Responsibilities, and Expectations:

- Oversees the effective governing action of the organization
- Helps guide and mediate Board actions – with respect to organizational policies and governance concerns
- Ensures recruitment, orientation, and effective transition occurs.
- Chairs meetings according to the agreed upon process
- Ensures the preparation and distribution of pre-meeting materials
- Ensures annual review of organization policies and regular, ongoing review of the plans
- Acts as media/community spokesperson



WAIC

Wilsonville Alliance for Inclusive Community

Process Inclusion

Time Commitment: Approximately 5 hours per month

Attendance: Attends all WAIC meetings

Term: Annual

Duties, Responsibilities, and Expectations:

- Works with WAIC officers and members to provide guidance on the process of our work to aid in applying our values for diversity and inclusion to the operations of the organization
- Engages with the preparation and distribution of pre-meeting materials
- Aids the co-chairs in the annual review of organization policies and regular, ongoing review of the plans



WAIC

Wilsonville Alliance for Inclusive Community

Secretary

Time Commitment: Approximately 5 hours per month

Attendance: Attends all WAIC meetings

Term: Annual

Duties, Responsibilities, and Expectations:

- Ensures a system is in place for effective management of WAIC records
- Helps in preparing materials before meetings, capturing notes during the meetings (especially around financial decision making), and follows up with communicating meeting minutes and materials post-meeting
- Is familiar with operations of the organization to note applicability during meetings



WAIC

Wilsonville Alliance for Inclusive Community

Treasurer

Time Commitment: Approximately 5 hours per month

Attendance: Attends all WAIC meetings

Term: Annual

Duties, Responsibilities, and Expectations:

- Ensures a system is in place that meets accepted financial procedures
- Reviews and reports on financial activities of the organization, which includes the annual budget
- Monitors compliance with financial reporting requirements
- Ensures development and review of financial policies/procedures