

Responsibilities - as stated in TWA bylaws:

<http://thewomensalliance.net/wp-content/uploads/2013/04/2014-TWA-By-Laws.docx?fd1214>

President (Elected)	Preside at all meetings of the Board and shall perform such other duties as the Board may direct. Represents TWA externally and provides the key link to Xerox Management. Fiduciary responsibility to review/sign or delegate authority to sign contracts involving any expenses to be paid at the Alliance level.
Vice President (Elected) 2022 President (Elected)	In the absence of the President, performs the role of the President and assists the President.
Treasurer (Elected)	Maintenance of correct and complete books and records of accounts for TWA, and preparing quarterly financial reports to the Board. Establishment and maintenance of banking accounts, payment of bills, establishing and administering budgets for events, and filing annual tax returns with the IRS. Bank statements will be addressed to and reviewed by the Treasurer with copy sent to the President. The Books shall be audited by an independent party once a year. The Diversity Office of Xerox performs a review to insure the corporate funds allocated for the conference have been used in support of the conference.
Secretary (Elected)	Conduct all correspondences pertaining to TWA at the Alliance level and keep all reports of meetings and activities of the Board, other than mass communication handled by the Communications Director. Custodian of all Alliance level TWA records, documents and files. Give notice of all meetings of the Board and general membership. The Secretary shall sign all contracts with the President, after approval of the Board.
Channel Liaison	Works with Channel Partner to share and promote member ship.
Community Involvement (Appointed)	Manages the coordination of Community Involvement events between the Chapters of TWA.
Communications (Appointed)	Manages the Newsletter (and other mass communication in written form) publication and distribution.
Manbassador	Manages and Promotes Manbassador Program
Marketing (Appointed)	Manages the “awareness generation” of TWA
Membership (Appointed)	Design and manage membership drives in conjunction with the Chapters. Manages new member orientation. Maintains the currency and integrity of the membership list and data bases and will refresh and publish membership by Chapter at a minimum once per year.
Mentoring/ Executive Engagement (Appointed)	Manage all formal mentoring programs, electronic or otherwise, that are sanctioned, implemented and operated by TWA Board. This will include the vendor relationships, if any, and the on-going operations and inspection of the process. TWA ConneXions. Engage Executives for to speaking engagements as well as mentoring opportunities.
Scholarship Chair (Appointed)	Primary interface with the Women’s Foundation of Genesee Valley (organization whose responsibility it is to protect, grow the funds and develop a process to award the ‘Molly Efron Scholarship’ to deserving women interested in pursuing technical fields. Lead the sub-committee to continue to raise funds to at least the level where the fund can be self-sustaining.
Social Media (Appointed)	No description in Bylaws(Proposed- The Social Media Chair is accountable to facilitate the sharing of timely and effective social media communications for the Women’s Alliance (TWA) through the agreed-upon social media channels (e.g. LinkedIn, Facebook and Yammer). The Chair is the primary interface to the Board and accountable for the social media communications process, as well as the reporting of social media metrics and analytics to the board.)
Sponsorship (Appointed)	Develop and manage an on-going relationship with organizations, external to Xerox, who have previously been or who are likely to have an interest to be a sponsor of the Women’s Conference. On-going point-of-contact and works with the interested parties to establish a more comprehensive relationship between the membership and the sponsoring organization.
TWA Webinars Program (Appointed)	No description in Bylaws – need to get this approved and added. (TWA Webinar Co-Chair responsibilities include: Source Speakers for Monthly Webinars, Organize and work with Speakers to prepare for Webinars, Schedule, prepare and send out meeting notices via MS Outlook with WebEx for webinars through Communications Chairs, Host and present webinars on a rotating basis, Document and share recordings and materials from webinars, Update TWA Website with schedule, recordings and materials, Provide information for TWA Newsletter, Manage budget, Prepare metrics and reporting)
Conference Chair(s) (Appointed)	Accountable for managing the committee to plan and host the annual Women’s Conference in the city selected by the Board. Primary interface to the Board and accountable to insure the appropriate financial planning / fiduciary controls are in place to meet the objective that the conference is a break-even event.