

## **WOT BOARD MEMBER JOB DESCRIPTIONS**

### **President and Vice President**

- Assist in planning and monitoring of group activities
- Organize group meetings
- Facilitate communication between WOT staff and group members
- Promote group unity, settle internal disputes
- Address members' problems, seek help from staff as needed
- Enforce group rules

### **Treasurer**

- Hold money collected from group members
- Maintain financial records
- Provide a monthly financial update to group members and WOT staff
- Facilitate the repayment of credit

### **Secretary**

- Maintain records of group activities and meetings
- Provide monthly update to group members and WOT staff
- Take attendance at meetings
- Assist illiterate group members as needed

### **Advisor**

- Build group relations
- Provide advice and support to group members
- Help settle any disputes