

Officer Nominations Program Year 2005

Chair: **Wayne Flippen**, General Manager, John C. Nordt, Inc. Company, 5 years of service on the WIB board, executive committee, youth committee, and former Vice Chair. Representing Roanoke City and providing links to the light manufacturing industry. Term: 2005 - 2008

Vice Chair: **Joyce Kessinger**, Human Resource Manager, Boxley Materials Company, 2 years of service on the WIB board. Representing Botetourt County and providing a link to the Society of Human Resource Managers and construction industry. Term: 2004 - 2007

Treasurer: **Bill Jones**, Manager, BB&T, 6 years of service on the WIB board, executive committee, former Treasurer. Representing Roanoke County and providing a link to the service industry. Term: 2005 - 2008

Secretary: **Beth Doughty**, President, Roanoke Regional Chamber of Commerce, 6 years of service on the WIB Board, executive committee, and former marketing committee chair. Representing Roanoke City and providing a link to the largest private sector membership organization in the Region. Term: 2004 - 2007

Excerpt – Western Virginia Workforce Development Board – Bylaws, ARTICLE V, Officers

Section 1. **Number.**

The officers of the Board shall be the chair of the Board, a vice-Chair, a secretary and a treasurer.

Section 2. **Method of Election.**

The directors shall elect all officers for a term of one (1) year, with all officers being members of the board of directors, and can be reelected for one (1) additional one (1) year term. All vacancies in any office shall be filled by the directors without due delay at its regular meeting or at a meeting specifically called for that purpose.

Section 3. **Duties of Officers.**

The duties and powers of the officers of The Board shall be as follows:

- a. Chair. The Chair of the Board shall preside at all meetings of the Board and shall perform such executive and administrative functions as may be prescribed from time to time by The Board or by the bylaws. The Chair shall be a private sector board member.
- b. Vice Chair. The Vice-Chair shall chair all meetings in the absence of the Chair.
- c. Secretary. The Secretary shall give notice of and attend all meetings of the Board, and keep records of Board activities;

conduct all correspondence and carry into execution all orders, votes, and resolutions not otherwise committed; collect and record any fees, annual dues, and contributions; notify the directors and officers of their election to office; notify applications of their approval or disapproval for membership; and notify persons of their appointment on committees. In case of absence or disability of the secretary, the Chair may appoint a secretary pro tem.

- d. Treasurer. The treasurer shall be responsible for maintaining The Board's financial records and the preparation of financial statements and tax returns.

Section 4. **Office-Holding Limitations.**

No individual shall hold more than one (1) office at a time, and no individual shall be eligible to serve more than two consecutive terms in the same office.

Section 5. **Subordinate Officers.**

The Board may appoint other officers or agents, each of whom shall hold office for such period, have authority and perform such duties as the Board may determine. The Board may delegate to any officer the power to appoint any such subordinate officers or agents and to prescribe their respective authorities and duties.