

IRWA Leadership Training

- LEADERSHIP RESOURCES
- ROLES AND RESPONSIBILITIES
- CHAPTER COMPLIANCE

LEADERSHIP RESOURCES

*(Walk through this section on the
IRWA page)*

OFFICER ROLES AND RESPONSIBILITIES

CHAPTER PRESIDENT

- As a member of your Chapter, you have been active in its local committee affairs and you have served on the Chapter Executive Board. You are the leader of your Chapter and its professional future rests squarely in your hands

Officer Transition Checklist



As the outgoing Chapter President, it is your responsibility to inform your incoming President of key items during their term as Chapter President. Please use the checklist below to assist in your “passing the baton”.

Chapter President – Year End Checklist

___ Review with Incoming President Role Description & Responsibilities

___ Walk Incoming President through the IRS compliance requirements:

- Review Board Meeting Agenda's and Minutes
- Review Chapter Bylaws to ensure they are current
- Chapter President must log into and review chapter activities in Quickbooks online at least once per month.
- Arrange with Chapter Treasurer who will be uploading the documents into the Chapter's President & Treasurers Private Group in the Member Network (either the President or the Treasurer must do this task monthly)
- The Chapter Treasurer is to provide monthly bank reconciliations and statements which are uploaded into their Chapter's appropriate "Chapter President's and Treasurer's Group" in the IRWA Member Network.
All Canadian Chapters are to, via email submit to the IRWA CFO quarterly (by end of each month following a quarter. i.e. July-August-September, report filed by the end of October etc.), GST/HST reports for submission to the Canadian Revenue Association (CRA).

___ Complete fiscal year end taxes for the year you were President and upload/file by August 15th

___ Review each Chapter & Region Groups in the Member Network

___ By July 1st, have incoming President submit roster of chapter officers and committee positions with contact information to Dyemond Cooper (Email at cooper@irwaonline.org) at HQ.

CHAPTER VICE PRESIDENT

- As a member of your Chapter, you are now assuming the second highest position within Chapter Leadership. You are next in line to lead one of these Chapters

CHAPTER TREASURER

- Receive all Chapter funds
- Prepare and distribute monthly treasurer report at chapter meetings

CHAPTER SECRETARY

- You keep a book of minutes of all Chapter meetings and shall perform such duties as requested by the Executive Board

Meeting Minutes Example



International Board of Directors Meeting Minutes

Wednesday, June 17, 2015
San Diego, California, USA

Call to Order: The 2015 meeting of the International Right of Way Association Board of Directors was called to order by International President, Lee Hamre, SR/WA at 1:30pm.

Roll Call and Minutes Approval: President Hamre called on International Secretary, Jeff Jones, SR/WA, who read the names of replacement directors for election as members of the International Board of Directors. Secretary Jones moved and Brad Krael, SR/WA seconded that the replacement directors on file with the International Nominating and Elections Committee (INEC) be elected as presented. The motion carried unanimously. Secretary Jones then declared a quorum, with 171 voting directors present.

President Hamre requested approval of the minutes of the previous Board of Directors meeting, held in Hartford, Connecticut on June 25, 2014. Secretary Jones moved and Phyllis Lilly, SR/WA seconded that the minutes be approved as presented in the 2015 Online Board of Directors Packet. The motion carried unanimously.

Finance Committee Report: President Hamre noted that IRWA financial statements, as well as the details of the 2015-2016 budget, were distributed in advance of the Board meeting in the Online 2015 Board of Directors Packet and that the fiscal year will end on June 30, 2015 with an audited financial statement distributed in October of this year. Monthly financial statements for the Association have been posted on the IRWA website for member review throughout the year, starting last fall. There were no questions regarding the 2014-2015 financial report, therefore, the financial report was accepted as presented.

President Hamre reported that the Association has enjoyed another very successful year with the continuation of our five-phase curriculum design plan and new chapter growth uniting all of North America. Following this year's Annual Conference we anticipate once again exceeding our projected net income for the year.

Acceptance of Reports: President Hamre shared that the leadership reports of the Association were also posted in the Online 2015 Board of Directors Packet on the IRWA website. Following a request for questions regarding filed reports and the Executive Vice President report presented during the Sunday Annual Meeting of Members, the reports were accepted as presented.

Recess of International Board of Directors Meeting: President Hamre recessed the International Board of Directors meeting at 1:50pm in order to convene the meeting of the Board of Directors of the Right of Way International Education Foundation (RWIEF). President Hamre thanked the RWIEF, as well as the Canadian Right of Way Education Foundation (CRWEF) on behalf of the entire organization, for their ongoing support and partnership again this year, enabling the organization to present updated and new programming to a record number of members and non-members, with a growing audience around the world.

Call to Order of Board of Directors of the Right of Way International Education Foundation (RWIEF):

RWIEF President, Carol Croft, SR/WA shared that she was reminded that Conference is a Family Reunion for the right of way family, starting with the RWIEF Board of Trustees, whom she then introduced noting that Steve Benson, SR/WA had resigned from the board, replaced by Leslie Finnigan, SR/WA to fill the balance of his term. Other trustees with expiring terms are Bernie Lea, SR/WA, Michael Pattison, SR/WA, David Sinclair, SR/WA and Ron Barker, SR/WA. Each has agreed to continue for another three-year term on the RWIEF Board. With that, RWIEF President Croft requested a motion to approve the continuing members, which was moved by Faith Roland, SR/WA, and seconded by Gene Land, SR/WA. The motion carried. She then announced that RWIEF officers will remain the same next fiscal year. Over the past three years, the Foundation has launched a new logo, website and most recently, the Region Professional of the Year Award Scholarship. Each Region Professional of the Year will receive a \$500 scholarship from the Foundation. This year's Region Professionals of the Year were:

- Region 1: Jamie Formaco, SR/WA
- Region 2: Georgia Snodgrass, SR/WA
- Region 3: Kelly Anderson, SR/WA
- Region 4: Frank Knapp, SR/WA
- Region 5: Norm Thomas, SR/WA
- Region 6: Matthew Harris, SR/WA
- Region 8: Beverly Colvin, SR/WA
- Region 9: Kevin Shea, SR/WA
- Region 10: Wesley Shewchuk, SR/WA

RWIEF President Croft then reported a second new item, the establishment of a Young Professional Trustee position, with a term of two years. For the first Young Professional Trustee position, Taylor Sass was the individual named. A second Young Professional Trustee position will be filled next year, also with a two-year term. A motion was requested to approve Taylor Sass for a two-year term on the Board of Trustees. The motion was moved by Jerry Colburn and seconded by Randy Williams, SR/WA. The motion carried.

RWIEF President Croft then shared that that the Foundation ended the year on December 31, 2014 with assets of \$1,378,000 and \$187,901 in paid commitments to the IRWA with \$182,031 in outstanding commitments. She shared that she was humbled by the ongoing support of IRWA members whose direct contributions and sponsorship dollars generated \$30,000 in net income from this year's Golf Tournament, \$16,000 in auction proceeds, and 737 attendees at the Monday Night Event adding \$36,000 to the Foundation coffers for a total of \$52,000 this year. These contributions represent IRWA's savings account for continued development of the education products that members need to grow in their careers and personal development.

Following RWIEF President Croft's continued remarks about the IRWA family and songs that represented her feelings about the importance of family, RWIEF Trustees Ron Barker, SR/WA and Joe Neighbors, SR/WA accepted gifts from chapters and members from both the United States and Canada.

Adjournment of the RWIEF Board of Directors Meeting: With no further business, the RWIEF Board of Directors meeting was then adjourned.

Reconvene IRWA Board of Directors Meeting: President Hamre reconvened the IRWA International Board of Directors Meeting, informing the Board of Directors that the CRWEF has also been actively supporting IRWA education and programming, funding the new video-powered education program Course 100, Principles of Land Acquisition, introducing a new concept called condensed learning that

CHAPTER EDUCATION CHAIR

- Meet Educational needs
- Maximize the Chapters annual Net Profit for education
- Participate in Conference calls
- Complete the Chapter Report Form for Education
- Develop and Implement Chapter Education Plan

CHAPTER MEMBERSHIP CHAIR

- Participate in quarterly conference calls
- Complete Chapter Report form for membership
- Obtain mailing lists
- Ensure new members are approved
- Notify new members with an invitation

CHAPTER PROFESSIONAL DEVELOPMENT CHAIR

- Assist and mentor Chapter members who have achieved, or are in the process of achieving a designation
- Increase Chapter's participation in IRWA Credentialing Programs
- Assist member who are current participants in IRWA credentialing

CHAPTER COMPLIANCE

- What need to be uploaded
- Who uploads?
- How often?
- When is the deadline?
- Signatures
- Deadline

Chapter Reconciliations Reports

Chapter

Reconciliation Report

Checking - Benchmark, Period Ending 01/28/2016

Reconciled on 02/17/2016 (only changes to this account when the date is not reflected on this report)
Reconciled by: Linda Jones

Summary

Statement Beginning Balance	26,527.46
Checks and Payments cleared	-2,200.00
Deposits and Other Credits cleared	+0.00
Statement Ending Balance	24,327.46
Undeclared Deposits as of 01/28/2016	-0.00
Regular Balance as of 01/28/2016	24,327.46
Undeclared Checks as of 01/28/2016	-0.00
Regular Balance as of 01/28/2016	24,327.46

Details

Checks and Payments cleared

Date	Type	Num	Name	Amount
01/22/2016	Check	1513	Chas. Quinn	-300.00
01/22/2016	Check	1514	GAGE COUNTRY CLUB	-1,900.00
Total				-2,200.00

Additional Information

Undeclared Checks and Payments as of 01/28/2016

Date	Type	Num	Name	Amount
01/22/2016	Check	1511	Doug Benson	-25.00
01/22/2016	Check	1512	Justin Muagere	-25.00
Total				-50.00

Undeclared Checks and Payments after 01/28/2016

Date	Type	Num	Name	Amount
02/18/2016	Check	1515	Moshell & Associates, P.C.	-419.55
Total				-419.55

Undeclared Deposits and Other Credits after 01/28/2016

Date	Type	Num	Name	Amount
02/18/2016	Deposit		IRWA National HQ	830.76
Total				830.76

Chapter Profit & Loss and Balance Sheet Examples

Report: Profit and Loss

Page 1 of 2

Chapter PROFIT AND LOSS November 2014

	TOTAL
Income	
4020 Interest & Dividend Income	0.57
410 COURSE INCOME	
420 COURSE 200'S(158)	
4210 213-Introductory Instructor	217.00
Total 200 COURSE 200'S(158)	217.00
430 COURSE 300'S(108)	
4303 303-Management Consulting	2,567.00
Total 300 COURSE 300'S(108)	2,567.00
400 COURSE 800'S(101)	
4010 800-Principles of R/E Engineer	2,060.00
Total 900 COURSE 800'S(151)	2,060.00
Total 410 COURSE INCOME	5,484.00
47 SEMINARS & CONFERENCES INCOME	
4750 Other Conventions & Meetings	2,475.62
Total 47 SEMINARS & CONFERENCES INCOME	2,475.62
Total Income	\$7,959.62
Expenses	
501 COURSE EXPENSES	
520 COURSE 200'S	
5210 213-Introductory Instructor	3,170.00
Total 200 COURSE 200'S	3,170.00
530 COURSE 300'S	
5303 303-Management Consulting	6,213.69
Total 300 COURSE 300'S	6,213.69
540 COURSE 400'S	
5403 403-Cement Valuation	93.62
Total 400 COURSE 400'S	93.62
590 COURSE 800'S	
5900 800-Principles of R/E Engineer	268.93
Total 800 COURSE 800'S	268.93
Total 501 COURSE EXPENSES	9,645.24
60 SEMINARS & CONFERENCES EXPENSES	
6020 Other Conventions and Meetings Expense	3,617.96
Total 60 SEMINARS & CONFERENCES EXPENSES	3,617.96
80 ADMINISTRATIVE EXPENSES	
7100 Bank Charges & Credit Card Fees	30.30
7950 Mobile Expense	26.00
Total 80 ADMINISTRATIVE EXPENSES	56.30
Total Expenses	\$13,329.50

<https://qba.intuit.com/qba28/reports/1479521522/execute?rptid=1479521522-PANDL-vic...> 12/3/2014

Report: Balance Sheet

Page 1 of 1

Chapter BALANCE SHEET As of November 30, 2014

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10 CASH & BANK	
1000 Petty Cash / Cash in Hand	6.00
1010 Checking - B of A	\$5,451.43
Total 10 CASH & BANK	\$5,457.43
Total Bank Accounts	\$5,457.43
Total Current Assets	\$5,457.43
TOTAL ASSETS	\$5,457.43
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3000 Retained Earnings	\$9,085.05
Net Income	-(3,627.62)
Total Equity	\$5,457.43
TOTAL LIABILITIES AND EQUITY	\$5,457.43

Wednesday, Dec 03, 2014 12:59:30 PM PST 1479521522 - Cash/Bank

<https://qba.intuit.com/qba28/reports/1479521522/execute?rptid=1479521522-BALANCE-SHEET-vic...> 12/3/2014

- July, August September-October 21st
- October, November, December-January 21st
- January, February, March-April 21st
- April, May, June-July 21st

MEMBERSHIP NETWORK

5% NET GROWTH

- 3 FREE Memberships
- 1 FREE Conference Registration

10 % NET GROWTH

- 3 FREE Memberships
- 2 FREE Conference Registrations
- \$500.00 Travel Voucher

QUESTIONS?