

## **Board of Director Responsibilities**

### **All Board Members**

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in timely manner to communications involving association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Standing Rules.

### **President**

1. Preside over all meetings of the Association, including:
  - a. Prepares agendas for all Association meetings.
  - b. Communicates with board members, in a timely manner, regarding required reports, etc.
2. Makes arrangements and coordinates all meetings of the Association, including:
  - a. Determines dates, times and location of all Association meetings.
  - b. Makes necessary arrangements for lodging and meals for Association meetings.
  - c. Communicates with board members, in a timely manner, regarding logistics of Association meetings.
3. Makes recommendations for appointed positions, unfilled positions or vacated positions to the Board of Directors for approval, as outlined in the Standing Rules.
4. Presides over the Annual Conference, including:
  - a. Responsible for the implementation of the meeting/convention contract with the venue.
  - b. Keeps clear lines of communication with the President Trio of all pertinent conference information.
  - c. Assigns duties and responsibilities of the board of directors.
  - d. Makes necessary arrangements for board lodging and meals.
  - e. Selects and arranges logistics of keynote/general session speakers.
  - f. Coordinates with conference venue for audio and visual needs and room set up for general sessions.
  - g. Coordinates all general session logistics (keynote intros, announcements, banquet, etc).
  - h. Coordinates the annual banquet, including agenda and program.
  - i. Coordinates delegate meals with venue representative.
  - j. Presents breakout session, as needed.
  - k. Solicits donations for delegate giveaways and prizes.
  - l. Assists in the recruitment of presenters.
  - m. Assist in the recruitment of partners.
5. Notifies, by letter, the Principal/Supervisor of each Board members of their role in the Association. Notification shall be done by October 15 of each year.
6. Assumes the position of Past-President upon the conclusion of the term of President.

## **President-Elect**

1. Assumes the responsibilities of the President, in the absence of the President.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Arranges for recognition (plaques, certificates, other) of board members whose term of office is ending.
  - b. Presents information (theme, dates, location) for the following Annual Conference at the closing general session.
  - c. Presents breakout sessions, as needed.
  - d. Solicits donations for delegate giveaways and prizes.
  - e. Assists in the recruitment of presenters.
  - f. Assists in the recruitment of partners.
4. Assumes the position of President upon the conclusion of the term of President-Elect.

## **Past-President**

1. Assumes the responsibilities of the President in the absence of both the President and President-Elect.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Coordinates the election process for open board positions.
    - i. Works with other board members in the advertisement of open positions.
    - ii. Prints election materials including position information, applications and ballots.
    - iii. Oversees the counting and tabulation of ballots.
  - b. Manages the resource area of the conference.
    - i. Selects and arranges for the purchase of merchandise for the resource area.
    - ii. Manages the sale and inventory of merchandise for the resource area.
    - iii. Works with the Treasurer to arrange for credit card acceptance and funds management.
  - c. Presents breakout sessions, as needed.
  - d. Solicits donations for delegate giveaways and prizes.
  - e. Assists in the recruitment of presenters.
  - f. Assists in the recruitment of partners.

## **Secretary**

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Keeps an accurate record of all proceedings at meetings of the Association.
  - a. Distributes minutes of meetings to all respective board members in a timely manner.
3. Works with the President in the preparation of Association mailings.
  - a. Prepares and mails a conference advertisement to all secondary schools in the fall of each year.

4. Assists, as needed, other board members in the development and printing of Association forms and documents.
5. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Assist the Past President with the election process and tabulation of votes.
  - b. Presents breakout sessions, as needed.
  - c. Solicits donations for delegate giveaways and prizes.
  - d. Assists in the recruitment of presenters.
  - e. Assists in the recruitment of partners.

### **Treasurer**

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Manages the finances of the Association, including proper record keeping of all revenue and expenditures.
  - a. Manages all bank accounts, deposit accounts or other financial accounts for the Association.
  - b. Manages all credit cards, debit cards of other liability of the Association.
  - c. Manages the services and contracts with a merchant service for the acceptance of credit cards.
3. Prepares and presents a financial report for all Board meetings that includes all current revenue and expenditures for the current fiscal year.
4. Prepares an end of year (fiscal year) financial report for the Association.
5. Coordinates the filing of all required local, state and federal tax forms for the Association.
6. Reviews and maintains the insurance coverage for the Association.
7. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Coordinates the registration of delegates for the conference and pre-conference.
    - i. Works with the President in the preparation of the confirmation notice to delegates.
    - ii. Works with the Technology Coordinator in implementation of the online registration process.
  - b. Manages all records of payments received and payments pending for delegate registration.
    - i. Invoices, in a timely manner, all unpaid registrations.
  - c. Coordinates the check-in process at the conference.
    - i. Purchases and maintains inventory of nametag supplies (ribbons, pins, holders, etc).
  - d. Presents breakout sessions, as needed.
  - e. Solicits donations for delegate giveaways and prizes.
  - f. Assists in the recruitment of presenters.
  - g. Assists in the recruitment of partners.
8. Maintains the database for the Association.
  - a. Prepares mailing labels, as needed.
9. Maintains the inventory of the Association.

## **Program Coordinator**

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Coordinates the advertisement, recruitment and selection of presenters for breakout sessions.
    - i. Gathers details and information regarding all breakout sessions.
    - ii. Coordinates the placement (time and location), within the program, of each breakout session.
    - iii. Confirms with presenters the times and location of their presentations.
    - iv. Coordinates with each presenter and the conference venue for audio and visual needs and room setup.
    - v. Collects data on the participation and evaluation of each breakout session.
    - vi. Prepares certificates/recognition for each presenter.
    - vii. Coordinates the collation of shared materials for presenters.
  - b. Coordinates the Pre-Conference.
    - i. Works with the President in the selection of presenters for the pre-conference.
    - ii. Coordinates the location of each pre-conference session.
    - iii. Confirms with presenters the time and location of their presentations.
    - iv. Coordinates with each presenter and the conference venue for audio and visual needs and room setup.
  - c. Coordinates the implementation of other aspects (Speaker Showcase, Meet the Pro, Book the Pro, etc) of the conference, based on the final program.
    - i. Coordinates the recruitment and selection of presenters and topics.
    - ii. Coordinates with the conference venue for audio and visual needs and room set up.
  - d. Creates the conference handbook.
    - i. Arranges for the printing and delivery of the conference handbook.
  - e. Presents breakout sessions, as needed.
  - f. Solicits donations for delegate giveaways and prizes.
  - g. Assists in the recruitment of partners.

## **Partner Coordinator**

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Coordinates the advertisement, recruitment and selection of conference partners.
    - i. Collects partner information for the conference handbook.
    - ii. Works with the President and Program Coordinator in the placement and length of Partner time within the conference program.
    - iii. Confirms with each partner the times, location and agenda of the conference program.
    - iv. Coordinates with the conference venue of the layout, placement and needs (power, internet, etc) of the partners.
    - v. Coordinates with the Treasurer in the collection of all partner fees.
    - vi. Creates a welcome packet for each partner.
    - vii. Coordinates the recognition/thank you of each partner.
    - viii. Serves as liaison between the Association and partners.
  - a. Presents breakout sessions, as needed.
  - b. Solicits donations for delegate giveaways and prizes.
  - c. Assists in the recruitment of presenters.
  - d. Assists in the recruitment of partners.

## **Technology Coordinator**

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Maintains the WACA website.
  - a. Works with the Program Coordinator in collection of presenter applications and information (topics, pictures and materials) to be posted on the website.
  - b. Works with the Partner Coordinator in the collection of partner information (business information, links, pictures) to be posted on the website.
  - c. Posts information and updates regarding the Annual Conference to the website.
  - d. Works with the Treasurer in the development of online conference registration for delegates.
  - e. If required, works with the conference venue for online reservations for lodging.
  - f. Works with the Treasurer to insure the payment of required fees for the website.
3. Maintains the WACA board email accounts via the webpage.
4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Takes, creates and prints the WACA Board pictures for display.
  - b. Takes digital pictures of presenters, speakers, area delegates, hall of fame and general conference pictures for the inclusion on the website.
  - c. Creates conference slide show.
  - d. Serves as a liaison between the venue AV staff and general session speakers and breakout presenters.
  - e. Presents breakout sessions, as needed.
  - f. Solicits donations for delegate giveaways and prizes.
  - g. Assists in the recruitment of presenters.
  - h. Assists in the recruitment of partners.

## **Communication Coordinator**

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Creates and distributes, with final approval of the President, a newsletter for all members of the Association.
  - a. Newsletter shall be created and distributed a minimum of four times a year, unless specified otherwise by the Board of Directors.
3. Maintains current copies of the Association Constitution and Standing Rules.
4. Maintains archives of all other WACA documents, including, but not limited to, agendas, minutes of meetings, conference agendas and programs, Hall of Fame documents and election documents.
5. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Assist the Past President in the election process and tabulation of votes.
  - b. Works with the President in the development of the conference evaluation.
    - i. Creates and electronically distributes the evaluation to all delegates
    - ii. Collates the evaluation results and forwards to the President in a timely manner.
  - c. Presents breakout sessions, as needed.
  - d. Solicits donations for delegate giveaways and prizes.
  - e. Assists in the recruitment of presenters.
  - f. Assists in the recruitment of partners.

## **High School Representative**

1. Attends all Board of Directors meetings.
2. Works with the Middle Level Rep in coordinating the Hall of Fame program.
  - a. Coordinates the advertising and collection of nominations.
  - b. Maintains the nomination records and collects additional information, as needed.
  - c. Assist the President in the voting process for Hall of Fame inductions.
    - i. Tabulates the votes.
  - d. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Assists Area Representatives, as needed.
  - b. Solicits donations for delegate giveaways and prizes.
  - c. Coordinates the giveaway process at the conference.
  - d. Assists the Program Coordinator with collection and compilation of presenter's materials.
  - e. Presents breakout sessions, as needed.
  - f. Assists in the recruitment of presenters.
  - g. Assists in the recruitment of partners.

## **Middle Level Representative**

1. Attends all Board of Directors meetings.
2. Works with the High School Rep in coordinating the Hall of Fame program.
  - a. Coordinates the advertising and collection of nominations.
  - b. Maintains the nomination records and collects additional information, as needed.
  - c. Assist the President in the voting process for Hall of Fame inductions.
    - i. Tabulates the votes.
  - d. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Assists Area Representatives, as needed.
  - b. Solicits donations for delegate giveaways and prizes.
  - c. Coordinates the giveaway process at the conference.
  - d. Presents breakout sessions, as needed.
  - e. Assists the Program Coordinator with collection and compilation of presenter's materials.
  - f. Assists in the recruitment of presenters.
  - g. Assists in the recruitment of partners.

## **Area Representative**

1. Attends all Board of Directors meetings.
2. Communicates with delegates within their designated area a minimum of four (4) times per school year.
  - a. Maintains a current contact list for their respective area.
  - b. Includes president trio in the communication of area delegates
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Plans and facilitates Area Meetings scheduled during the conference.
  - b. Advertises and promotes the conference and recruits delegates from their designated area.
  - c. Assists in the check-in of delegates from their designated area.
  - d. Presents breakout sessions, as needed.
  - e. Solicits donations for delegate giveaways and prizes.
  - f. Assists in the recruitment of presenters.
  - g. Assists in the recruitment of partners.