

## 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 a 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.

### 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 the respective area.
  - b. Includes the President Trio and Technology Coordinator 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 schedules 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 session, as needed.
  - e. Solicits donations for delegate giveaways and prizes.
  - f. Assists in the recruitment of Presenters.
  - g. Assists in the recruitment of Partners.