

## 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.

### 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. Assists the President in the voting process for Hall of Fame inductions.
  - d. Tabulates the votes.
  - e. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
  - f. Arranges for awards, including ordering of individual awards and maintaining perpetual awards.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
  - a. Coordinates the giveaway process at the conference.
  - b. Assists Area Representatives, as needed.
  - c. Assists the Program Coordinator with collection and compilation of presenter's materials.
  - 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.