



Area Representative Job Description

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 Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Presents breakout session, as needed.
 - b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of Presenters.
 - f. 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 the respective area.
 - b. Includes the all other Board of Directors in the communication with 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. Coordinates and documents check-in of delegates from their designated area.
4. May seek opportunities to join other committees within the structure of the Association Bylaws.