



# Presidential Trio 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.

### President

1. Preside over all meetings of the Association, including:
  - a. Prepares agendas for all Association meetings.
  - b. Reviews the Constitution and Bylaws of the Association at Spring Executive Board meeting.
  - c. Communicates with Board members, in a timely manner, regarding required reports, etc.
2. Make 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.
  - d. Creates and distributes a meeting Agenda.
3. Make recommendations for appointed positions, unfilled positions or vacated positions to the Board of Directors for approval, as outlined in the Bylaws of the Association.
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 for delegate conference shirts and Board attire.
  - f. Selects and arranges for logistics of keynote/general session speakers.
  - g. Coordinates with conference venue for audio and visual needs and room set-up for general sessions.
  - h. Coordinates all general session logistics (*keynote intros, announcements, banquet, etc.*)

- i. Coordinates the annual banquet, including agenda and program.
  - j. Coordinates delegate meals with venue representative
  - k. Selects and arranges for delegate materials and supplies (*i.e. shirts, notepads, conference bags, logo items, etc.*)
  - l. Arranges for recognition (*plaques, certificates, other*) of board members whose term of office is ending. As specified in Section 17 of the Association Bylaws.
5. Notifies, by letter, the Principal/Supervisor of each Board member of the 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.
  7. Participates with the Annual Conference Site Committee, as needed.

#### **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. Presents information (*theme, dates, location*) for the following Annual Conference at the closing general session.
  - b. Assumes the position of President upon the conclusion of the term of President-Elect.
4. Is the Chair of the Hall of Fame Legacy Committee.
5. Participates with the Annual Conference Site Committee, as needed.

#### **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 the merchandise for the resource area.
    - iii. Works with the Treasurer to arrange for the credit card acceptance and funds management.
4. Participates with the Annual Conference Site Committee, as needed.