

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.

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. Assists, as needed, other board members in the development and printing of Association forms and documents.
4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assists the Past President with the election process and tabulation of votes.
5. May seek opportunities to join other committees within the structure of the Association Bylaws.