

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.

Technology Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Maintains the WACA website.
 - a. Works with the Program Coordinator in collection of presenter applications and information (*topics, pictures, and materials*) to be posted on the website.
 - b. Works with the Partner Coordinator in the collection of Partner information (*business information, links, and pictures*) to be posted on the website.
 - c. Posts information and updates regarding the Annual Conference to the website.
 - d. Works with the Treasurer in the development of online conference registration for delegates.
 - e. If required, works with the conference venue for online reservations for lodging.
 - f. Works with the Treasurer to ensure the payment of required fees for the website.
 - g. Works with the Presidential Trio by posting information and updates about the Association.
 - h. Works with the Area Representatives in posting and updating their area communication to the website.
 - i. Works with the Communication Coordinator in posting and updating Association content on the website.
 - j. Maintains the links, content, and aesthetics of the website.
 - k. Updates the website, as needed.
4. Maintains the WACA administrator account, including archiving all official email requests.
5. Maintains digital records of the current Association Constitution and Bylaws.
 - a. Will provide a secure portal for board members to access said documents.
6. Maintains archives of all other WACA documents, including, but not limited to, agendas, minutes of meetings, conference agendas and programs, Hall of Fame

documents and election documents.

- 7.** Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a.** Takes, creates and prints the WACA Board pictures for display.
 - b.** Takes digital pictures of presenters, speaker, area delegates, Hall of Fame and general conference pictures for inclusion on the website.
 - c.** When able, uses technology to enhance the conference.
 - d.** Serves as a liaison between the venue AV staff and general session speakers and breakout presenters.
- 8.** Works with the Communications Coordinator to enhance the Association social media presence.
- 9.** May seek opportunities to join other committees within the structure of the Association Bylaws.