



Middle Level 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.

Middle Level Representative

1. Attends all Board of Directors meetings.
2. Works with the High School 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. Shall formally present all candidates for Hall of Fame using comparable information for each candidate at the Winter Board meeting.
 - d. Assists the President in the voting process for Hall of Fame inductions.
 - e. Tabulates the votes.
 - f. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
3. Active member of the Hall of Fame Legacy Committee.
 - a. Shall meet with other committee members to determine the qualifications of legacy candidates for the Hall of Fame.
 - b. Shall formally present Legacy Hall of Fame inductee to the Board of Directors at the Winter Board Meeting.
 - c. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
4. 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.
5. May seek opportunities to join other committees within the structure of the Association Bylaws.