



Part 1: Board of Directors Leadership Roles

1.1 President. The President of the Association is the chief elected officer of the organization [*Bylaws Article XI, Section 2A (04/30/03)*], and shall represent the Association as directed by the Manual, Bylaws and the BOD. The President or his/her designee shall be the authorized spokesperson for the Association. The Incoming President's committee chair selections shall be presented to the BOD for confirmation. The President will also fulfill duties of the position by: (1) providing volunteer leadership to motivate both membership and staff, and promote interest and participation in the Association; (2) supporting the establishment of goals and objectives of the Association; (3) ensuring Directors are kept fully informed on the conditions and activities of the Association; (4) serving as signer on the Association checking account; (5) participating in the Strategic Planning process and Leadership Orientation, and serving as a voting member on the following committees: BOD as chair, Strategic Planning, CEO Evaluation as chair, Finance and Budget, and MR Output Group or Mission Committee. S/he will also serve as one of the Association's MR Directors [*BOD minutes 12/01/21*]. S/he may serve on other committees as ex-officio, nonvoting member. The President will serve the following year on the BOD as the Immediate Past President.

1.2 President-Elect. As an elected officer of the Association [*Bylaws Article XI, Sec. 2B (04/30/03)*], the President-Elect should have detailed familiarity with the structure and administration of the Association and should use the term as an opportunity to learn and prepare for the upcoming year as President. The Incoming President-Elect's committee vice chair selections shall be presented to the BOD for confirmation. The President-Elect will, with the assistance of staff, organize and chair the Leadership Orientation, will chair the Strategic Planning process, [*BOD Minutes 09/15/04*] and serve as signer on the Association checking account. S/he will serve on the following committees: BOD, Strategic Planning as chair, Finance, Government Affairs, and MR Output Group or Mission Committee. S/he will also serve as one of the Association's MR Directors.

1.3 Treasurer. The Treasurer, as an elected officer of the Association, is responsible for working with the CEO and BOD to ensure the accuracy of Association financial reports and to act as a safeguard to maintain fiscal integrity in Association financial matters. [*Bylaws Article XI, Sec. 2C (05/10/07)*] The Treasurer will act as co-signer on Association checks. In conjunction with the CEO, s/he will work to ensure the Association's funds are invested in a prudent manner. The Treasurer will attend the Leadership Orientation. S/he will assist the CEO in the Association's annual budgeting process and will work with the CEO to assist with the integration of financial planning into the strategic planning process. S/he will provide a monthly financial report to the BOD. S/he will serve as one of the Association's MR Directors and will serve on an MR Output Group or Mission Committee. [*Bylaws Minutes 04/30/18 & BOD Minutes 05/23/18*]

1.4 Secretary. The Treasurer of the Association will act as the corporate secretary of the Association. [*BOD minutes 03/23/22; Bylaws Article XI, Sec. 2E (05/10/07)*].

1.5 Immediate Past President. The Immediate Past President will provide council and guidance to allow for and support continuity in the Association. [*Bylaws Article XI, Sec. 3A3 (04/30/03)*]. S/he will serve as historian for the Association. The Immediate Past President will attend the Leadership Orientation and will be a member of the BOD and Finance and Budget Committee. [*BOD Minutes 06/15/16*]

1.6 Parliamentarian. The President-Elect will appoint one member of the BOD, subject to approval of the BOD, to serve as the Parliamentarian during his/her term of office as President. The Parliamentarian will provide guidance to the BOD as needed on parliamentary matters. The Parliamentarian should be trained or briefed in Robert's Rules of Order, as needed, with training to be completed prior to the January BOD training session. The Parliamentarian will retain all rights and privileges of a member of the BOD. [*Bylaws Minutes 04/30/18 & BOD Minutes 04/18/18, 05/23/18*]

1.7 BOD. The BOD is the governing body of the Association. *[Bylaws Article XI, Sec. 3A (2002)]* Board members have a duty to develop familiarity with Association policies, structure, and governing documents, including but not limited to the Bylaws, Manual, Employee Handbook, Financial Procedures, Travel and Expense Reimbursement Policy, Reserve and Investment Policy and budget. Board members agree to diligently prepare for meetings and to make decisions based on the best interest of the entire membership. Board members will keep confidential sensitive Association information and will follow the Code of Conduct (Exhibit A). *[BOD Minutes 10/25/06]* Board members agree to promote interest in the Association and willingly agree to participate in Association activities. Board members agree to publicly support decisions made by the Association and agree to remain in financial good standing with the Association. Board members will attend the Leadership Orientation. The BOD will serve as an Appeal Panel as dictated by Association Bylaws, will ratify Professional Standards cases, and will accept the report of the CEO Evaluation Committee and approve the CEO salary recommendation. *[BOD minutes 12/01/21]* Board members will serve on at least one Association committee in addition to their service on the BOD. Discipline may include removal of a Board member from office. *[BOD minutes 12/01/21]* The BOD will meet monthly or as it deems necessary.