

# Board Member Job Requirements

## *President*

### **Before the Meeting:**

The president is responsible for calling the other officers to plan an agenda meeting.

### **During the course of the meeting:**

- Calls the meeting to order
- Asks the secretary to take roll call or people to introduce themselves
- Asks the secretary to read the minutes of the last meeting
- Asks the treasurer to deliver the treasurer's report
- Opens the discussion about old business (any reports or projects people are working on)
- Opens the discussion about new business (new ideas on projects people want to work on, announcements, etc.)
- The president introduces the program, if any (guest speaker, etc.)
- The president calls the meeting to an end.
- The president must attend regularly and be on time. If unable to come, the president must notify the vice-president so he or she can run the meeting.
- The president encourages people to participate in the meeting and also for them to attend events like local self advocacy groups and conventions.
- The president will assist in recruitment of new members as well as Board members

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving the board of directors of ASANC, pledge to carry out the duties and obligations in my role as a board member.

If for any reason, I find myself unable to carry out the above duties as best I can, I agree to resign my position as a board member and understand that by a majority vote, my position may be taken from me.

*Vice-President:*

- Is elected.
- Helps plan the agenda.
- Fills in for president and runs meetings when needed.
- Helps the president during the meeting when needed or asked.
- Attends meetings regularly, will be on time and notifies president if not able to attend
- The vice-president will assist in recruitment of new members as well as Board members

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*Secretary:*

- Is elected.
- Helps plan the agenda
- Is able to read and write
- The secretary will assist in recruitment of new members as well as Board members

**During the course of the meeting:**

- Reads roll call and checks off people's names if they are at the meeting. If people introduce themselves, then the secretary checks off names as he or she hears them.
- The secretary reads the written notes of the last meeting. The notes are called minutes.
- Takes minutes (notes) about what happens during the meeting
- If both the president and vice-president are absent, the secretary fills in and runs the meeting.
- Helps the president during the meeting when needed or asked.
- Attends meetings regularly, will be on time and notifies president if not able to attend

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*Treasurer:*

- Is elected.
- Helps plan the agenda
- Can count money and add and subtract numbers
- Keeps track of all the money the group takes in and how much the group spends. (The group advisor can help keep the records in order and filed in a treasurer's notebook).
- Runs meetings if no other officer can do so.
- Helps the president during the meeting when needed or asked.
- Attends meetings regularly, will be on time and notifies president if not able to attend
- The treasurer will assist in recruitment of new members as well as Board members

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*At Large Member:*

- Is voted onto the board
- Helps the officers when needed or asked
- Attends meetings regularly, will be on time and notifies president if not able to attend
- An at large member will assist in recruitment of new members as well as Board members

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