

JOB DESCRIPTIONS

PRESIDENT OF THE BOARD OF DIRECTORS

Abilities:

- Possess leadership skills;
- Call and preside over all meetings efficiently;
- Delegate responsibilities to other members and encourage participation;
- Manage multiple priorities and tasks;
- Be diplomatic; and
- Be able to work well with people.

Specific Duties:

- Establish the agenda for meetings with input from members and the Executive Director;
- Delegate responsibilities, as needed;
- Call and preside over all meetings;
- Represent the agency to the public;
- Supervise the work of the Board and its committees;
- Serve as an ex-officio member of all committees; and
- Maintain a good working relationship with the Executive Director.

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).

VICE-PRESIDENT

In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In case of resignation, inability to serve or death of the President, the Vice-President shall perform such duties until such time as the Board of Directors shall elect a new President.

The Vice President shall perform such other duties as from time to time may be assigned by the President of the Board of Directors.

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).

SECRETARY

Abilities:

- Understanding of the need for accurate and comprehensive recording of attendance and actions taken at Board meetings.

Specific Duties:

- Attend all Board meetings;
- Prompt review of Staff's draft minutes; make all editing changes necessary to insure accuracy and completeness of all action taken; and
- Review and sign the agency corporate resolutions.

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).

TREASURER

Abilities:

- Must have knowledge of fiscal practices, and
- Be willing to take the time to learn and understand multiple facets of State and Federal funding.

Specific Duties:

- Be an active member of the Finance Committee,
- Give regular financial reports to the full board,
- Maintain a good working relationship with the agency's Chief Financial Officer,
- Have knowledge of the location of financial records in the AAA office,
- Review check requests and sign checks for the agency, and
- Review and sign the agency incorporation renewal documents and other necessary documents

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).

Rev. 3/28/13

Rev. 4/24/14

Rev. 8/25/16