



## **Functions and Responsibilities of Elected Officers and Board Members**

### **PRESIDENT**

The role of the President is to ensure the board of directors fulfills its governance responsibilities. The President shall:

1. Be the chief elected officer.
2. Shall preside at all Executive Committee and Board of Directors meetings.
3. Shall be an ex-officio member of all committees.
4. The President shall conduct all business meetings using the parliamentary authority chosen by the SCAHD board of directors. He/she shall ensure that decisions, orders, and resolutions of the Board of Directors are delegated and carried out and that all required correspondence and reports are transmitted to Directors and/or membership on a timely basis.
5. Shall address concerns with regard to the Board of Directors or individual Directors.
6. As the chief elected officer, the President shall be responsible for all business.
7. Ensure the Board of Directors has resources to accomplish its responsibilities.
8. Provide guidance and direction to committee chairs in support of their work.
9. Present in public forums representing SCAHD where and when appropriate and meaningful.
10. Actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration.
11. Work to enhance fiscal responsibility and help provide oversight of the financial condition of SCAHD.
12. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.

### **PRESIDENT-ELECT**

The President-Elect shall have authority as and assume the full duties of the President in case of his/her absence. The President-Elect shall, in most cases, succeed the President in the leadership track.

Specific duties include, but are not limited to:

1. Become acquainted with all the duties of the President and other officers.
2. Be familiar with SCAHD bylaws and operating procedures.
3. Be familiar with the duties of all committees. Communicate board policies and guidelines to the committee chairs.
4. Provide guidance and direction to committee chairs in support of their work.
5. Assist the Treasurer in the organization's budget process; provide review and oversight.
6. Assist the President in the performance of his/her duties whenever requested to do so.
7. Actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration.
8. Place calls to all current board members annually to review their board service terms and discuss the interest of continuing to serve.
9. Other duties as assigned by the President and/or Board of Directors.
10. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.



### **IMMEDIATE PAST PRESIDENT**

Specific duties include, but are not limited to:

1. Assist the President in carrying out the functions of that office.
2. Attend special meetings as directed by the President.
3. Represent SCAHD to other associations or organizations as requested by the President.
4. Review and improve policies and procedures relevant to nominations and elections.
5. Actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration.
6. Oversee the work of the Nominating Committee; present the slate of board members to the membership for their vote; present the slate of officers to the board for their consideration and approval.
7. Fulfill other functions assigned to members of the executive committee as appropriate.
8. Assist with the annual meeting program.
9. Other duties as assigned by the President and/or Board of Directors.
10. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.

### **SECRETARY**

Specific duties include, but are not limited to:

1. Prepare and distribute accurate minutes of all meetings of the Board of Directors.
2. Prepare correspondence at the direction of the President and/or Board of Directors.
3. Ensure that the management company maintains chapter files. A permanent record shall be maintained to house founding documents as well as updated copies of Bylaws, Articles of Incorporation, Certificate of Incorporation, tax forms, etc. Provide copies of the latest versions of these documents to all officers annually.
4. Ensure that current copies of bylaws, policies, and procedures are provided to the President and other officers and directors as appropriate.
5. Ensure formal governance actions are in accord with standard parliamentary procedures.
6. In conjunction with the Nominating Committee, annually review job descriptions of the board and officers and provide suggested revisions as appropriate.
7. Actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration.
8. Fulfill other functions assigned to members of the executive committee as appropriate.
9. Other duties as assigned by the President and/or Board of Directors.
10. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.



## **TREASURER**

The Treasurer shall be the fiscal officer for SCAHD and is responsible for all funds, as outlined in the Bylaws.

Specific duties include, but are not limited to:

1. Maintain all accurate financial records, collect debts, promptly make payments as authorized by the Board of Directors.
2. Ensure all financial policies are followed.
3. Provide the President with the financial information needed from SCAHD records as required.
4. Assist in the preparation of the annual budget.
5. Monitor SCAHD expenditures to ensure operation within the annual budget.
6. Review financial documents of the organization.
7. Prepare financial statements and report on this at scheduled Board meetings.
8. Provide information for annual Audited Financial.
9. Ensure that state requirements for charity registration are fulfilled, including initial registration, annual reports and/or financial documentation that may be required by law, as well as providing copies of filed documents to the President and/or Board of Directors.
10. Ensure that federal tax filings are prepared and mailed promptly and that a copy is immediately available for review by the President and/or Board of Directors.
11. Ensure all Board of Directors are current on D & O insurance payments.
12. Actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration.
13. Fulfill other functions assigned to members of the executive committee as appropriate.
14. Other duties as assigned by the President and/or Board of Directors.
15. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.

## **MEMBERSHIP CHAIR**

Specific duties include, but are not limited to:

1. Report to the President, Board of Directors, and membership at regular intervals.
2. Prepare and execute a membership recruitment plan.
3. Prepare and execute a membership retention plan.
4. Coordinate with the President and/or Board of Directors to promote cultural diversity in membership.
5. Follow up on any membership-related correspondence received.
6. Keep the membership roster continuously up to date and provide the management company with any address corrections or discrepancies.
7. Develop/Maintain a program to welcome new members and encourage their participation in SCAHD activities.
8. Other duties as assigned by the President and/or Board of Directors.
9. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.



### **PROGRAM CHAIR**

Specific duties include, but are not limited to:

1. Report to the President, Board of Directors, and Membership at regular intervals.
2. Prepare and execute a plan for SCAHD meetings.
3. Recruit members for the Education/Program Committee.
4. Encourage the involvement of members in programming.
5. Coordinate with the President and/or Board of Directors to promote cultural diversity in membership and programs for members of all types.
6. Develop programs that respond to the educational needs of SCAHD members and others in the community.
7. Maintain program records, including description, speaker, attendance, evaluation, and revenue.
8. Work with the Communication Chair to publicize programs.
9. Other duties as assigned by the President and/or Board of Directors.
10. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.

### **COMMUNICATIONS CHAIR**

Specific duties include, but are not limited to:

1. Coordinate preparation of all printed materials to ensure consistency in the use of the logo, SCAHD name, presentation of mission, and goals, etc.
2. Prepare communications to members and prospects.
3. Other duties as assigned by the President and/or Board of Directors.
4. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.

### **MEMBER CAMPAIGN CHAIR**

Specific duties include, but are not limited to:

1. Report to the President, Board of Directors, and Membership regularly on activities and progress toward goals.
2. Recruit members to serve on the Development Committee
3. Educate members about the activities of SCAHD.
4. Conduct the annual Membership Campaign.
5. Serve as liaison between members and the President, and Board of Directors.
6. Provide recognition to SCAHD donors.
7. Check donor reports for accuracy and resolve discrepancies.
8. Other duties as assigned by the President and/or Board of Directors.
9. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.



## **ETHICS CHAIR**

Specific duties include, but are not limited to:

1. Promote the Code of Ethical Principles and Standards of Professional Practice within the membership and community at large.
2. Work with the Program Chair to ensure that SCAHD holds at least one program on ethics annually. (AFP Ethics Committee is often available to conduct workshops on ethics.)
3. Educate members and the general public about ethical decision making.
4. Other duties as assigned by the President and/or Board of Directors.
5. Turn over to the successor all records and/or property immediately upon completion of term or resignation prior to completion of term.