

Full Board Member Expectations

Meetings

- Meet at minimum six times a year, up to once a month for Regular Full Board Meetings
 - Executive Meetings, Special meetings & Committees will meet as needed
- Attend the Yearly Board Orientation & the Strategic Plan (3-5 yrs)

Events

- Support the planning &/or implementation of at least 1 event each year
- Be available to assist on the day of as many events as possible

Policies

- Agree to and ratify all the National AS Policies
- Agree to & sign ASGD Policies (Confidentiality, Give & get, etc)
- Adhere to professional behavior at all events & on social media

Committee Member Expectations

Meetings

- Meet six times a year, up to once a month
- Attend the Yearly Board Orientation & the Strategic Plan (3-5 yrs)

Events

- Be available to assist with as many events as possible, including the day of

Policies

- Adhere to professional behavior at all events & on social media

Officer Expectations

President

- Preside at all General board & Executive meetings
 - Create Agenda, assure all reports are turned in on time
 - Track board business, including board member terms & assure Bylaws are followed
- General responsibility for the activities of the Affiliate
- Be a member of all committees
- Appoint the Nominating Committee and all other Standing Committees
- Responsible for submission of the Affiliate Reports
- Direct supervisor to the Executive Director
 - Minimum of monthly meetings for collaboration & oversight of staff activities
 - Review staff timesheets & expense requests, submit for approval and payment

Vice-president

- Assist the President in the performance of duties
- Assume such other duties as are assigned by the President
- In the absence of the President, assume the duties of the President
- Conduct such correspondence as may be requested

Treasurer

- Receive all revenues of the Affiliate
- Make deposits, Issue the receipts, disburse funds
- Keep regular and accurate accounts & donation records
- Provide Monthly Financial totals at board meetings
 - Meets beforehand with another officer to review the balancing of statements
- Assures that Tax forms are completed and filed on time

Secretary

- Keep accurate Meeting Minutes
- Send out notices of all meetings
- Conduct correspondence: Send Thank you Letters
- Respond to Emails or forward as appropriate
- Create and send Quarterly Newsletters