



## **BOARD SEAT REQUIREMENTS**

### The ***Chairman of the Board***

- Shall be the immediate past president of the Chapter.
- Shall support any board members with any/all questions about the ACF
- Shall provide input and sense of continuity to the Chapter

### The ***President***

- Shall convene regularly scheduled board meetings
- Shall preside or arrange for other members of the Executive Committee to preside at all chapter meetings
- Shall oversee and assist any and every member who is in need
- Shall network for the chapter
- Shall motivate members and board members to effectively accomplish set goals
- Shall set an example by his/her actions reflected in business and professional atmosphere
- Shall create an environment that welcomes all peers in our industry to become a part of our association
- President is the public face and sets the pulse of the chapter

### The ***Vice-President***

- Shall chair committees on special subjects as designated by the board.
- Shall organize all monthly meetings.
- Shall orchestrate the full meeting's agenda with all other involved board members, chairpersons and hosting vendors
- Shall provide the educational component and any other non-business item related presentations
- Shall ensure that the hosting property will provide a quality experience and have all necessary equipment
- Shall provide a map and/or driving directions to the secretary for meetings

### The ***Treasurer***

- Shall provide a written financial report at each board meeting providing a summary of all bank accounts or other holdings of the Chapter
- Shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public

### The ***Secretary***

- Shall be responsible for recording, keeping and distributing minutes of all meetings
- Shall send out meeting announcements, assimilate and distribute the agenda for all meetings; general, board or special
- Shall send out a thank you note to each hosting property or location after hosting a meeting

### The *Sergeant at Arms*

- Shall provide a registration table at all membership meetings
- Shall provide guidance to facilitate any meeting in the form of interpretation of the bylaws and/or Robert's Rules of Order
- Shall assist the President, or whomever is chairing a meeting, in:
  - 1) Determining a quorum for membership and board meetings,
  - 2) Counting and recording votes cast on questions
  - 3) Creating a report of business items acted on in each meeting for attachment to the meeting minutes

### Responsibilities of *all Board Members*

- **All** board members are responsible for attending **all board meetings**, regular and special membership meetings
- Including their **presence at all** functions the Chapter participates in or is associated with. **Absences should be very limited.**