

Southwest Vegetation Management Association Elected Position Descriptions

Responsibilities of At-Large Advisory Board Members (total of 5 board members at a time)

Each at-large Advisory Board member is expected to attend 75 percent of all Advisory Board meetings (generally four [4] to six [6] meetings a year are held). Additionally, each at-large member is expected to participate in at least one standing committee of the ASSOCIATION or lead a project that furthers the accomplishment of one of the ASSOCIATION's objectives.

Duties of the Secretary (elected at meetings in odd years)

The Secretary shall have such powers and shall perform such duties as the Advisory Board and these Bylaws may delegate to that office. Prior to relinquishing office or upon the election of a successor, the Secretary shall deliver to his or her successor, or the President or Vice-President, all book papers, records and other property belonging to the ASSOCIATION in his or her possession. The Secretary is specifically responsible for:

- a. keeping a record of and publishing minutes of meetings of the Advisory Board;
- b. maintaining files of and handling ASSOCIATION correspondence, in conjunction with the President, other than finance;
- c. submitting updated information for the ASSOCIATION web page;
- d. handling ASSOCIATION publications, except sales, and press releases;
- e. preparing and mailing out, with the assistance of the Treasurer, the ASSOCIATION newsletter;
- f. maintaining archival records of Continuing Education Unit (CEU) submission copies in accordance with appropriate regulatory record requirements; and
- g. maintaining records of all changes to the Bylaws and Articles of Incorporation and current versions of both.

Duties of the Treasurer (elected at meetings in even years)

The Treasurer shall have such powers and shall perform such duties as the Advisory Board and these Bylaws may delegate to that office. Prior to relinquishing office or upon the election of a successor, the Treasurer shall deliver to his or her successor, or the President or Vice-President, all book papers, records and other property belonging to the ASSOCIATION in his or her possession. The Treasurer shall be responsible for accomplishing directly or for the oversight, when applicable, of the employee/contractor charged with the day to day financial activities of the ASSOCIATION. The day to day financial activities of the ASSOCIATION include:

- a. collecting and safely keeping all dues, registration fees, and other funds paid to the ASSOCIATION;
- b. making payment on all debts and authorized expenses out of ASSOCIATION funds;
- c. opening such bank accounts as are required and obtaining Advisory Board approval for the accounts;
- d. keeping accurate financial records of ASSOCIATION expenses and revenues, including an adequate set of books, and issuing periodic financial statements and/or reports to the IRS and Arizona Corporation Commission;
- e. coordinating with a tax advisor, when such an advisor is contracted;
- f. maintaining membership records/mailling lists and assisting the Secretary with ASSOCIATION membership mailings; and
- g. serving as the ASSOCIATION contact for publication sales.

Oversight shall mean periodic review and analysis of the financial information, but shall not be interpreted to mean actual day to day supervision of these employees/contractors.

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Duties of the Vice-President (elected every year)

The Vice-President, in addition to such other duties as these Bylaws and the Advisory Board, from time to time, may assign, shall generally assist the President. The Vice President shall automatically succeed the President after the Vice President's one-year term is over. The Vice-President is specifically responsible for:

- a. serving in the President's absence or upon the President's resignation or disability and
- b. chairing the Annual Conference Committee and ensuring the accomplishment of all logistical and session arrangements associated with planning and conducting the annual ASSOCIATION meeting (see Article VII, Section 2).

Duties of the President (VP becomes President)

The President of the ASSOCIATION shall perform such duties as are authorized and assigned by the Advisory Board and these Bylaws. The President is specifically responsible for:

- a. securing and assigning the remaining positions (2) of the Nominating Committee (chaired by the Past-President);
- b. proposing, for approval by the Advisory Board, the establishment of new standing committees or special project working groups;
- c. establishing at his/her discretion temporary committees that are necessary to facilitate the efficient operation of the ASSOCIATION; and
- d. appointing the committee chairs for standing committees other than the Annual Conference and Nominating Committees and special project work groups.

Duties of the Past-President

The Past-President shall serve on the Advisory Board as a non-voting member to advise the President and Advisory Board. The Past-President also shall chair the Nominating Committee.