



## PRESIDENT - ELECT

The President Elect shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Chair the Strategic Planning Committee;
- Chair the Public Relations Committee [5/15];
- Serve as a voting member of the Finance Committee;
- Serve on ASPIRE committees as appropriate; [5/12]
- At the request of a State President, represent ASPIRE at State Association Meetings of ASPIRE;
- Assist the President to prepare an Annual Report of ASPIRE for presentation to membership at the Annual Meeting;
- Select and present an award or gift of appreciation to the outgoing President at Annual Banquet;
- Select, in advance, committee chairpersons to serve during his/her term of office;
- Facilitate the passing down of committee materials when a new chair takes over a committee. The materials should include a committee description, current Bylaws and Operating Guidelines, copies of forms, information and advice from the outgoing committee chair;
- Prepare a Board Manual (Operating Guidelines, Section 2.1.6, Board of Directors, Board Manual) for new Board members; · Completes revisions to the ASPIRE Bylaws and Operating Guidelines;
- Reviews Bylaws for necessary changes; proposes amendments for consideration by Board and membership;
- Reviews Operating Guidelines for internal consistency, compliance with Bylaws, and other beneficial changes; proposes amendments for consideration by the Board;
- Incorporates approved amendments into printed version of Operating Guidelines prior to next regularly scheduled Board meeting;
- Updates the Bylaws and Operating Guidelines following the annual Conference and transfers revised Bylaws and Operating Guidelines (and computer disks) to the next Past President by November 15;

## **ASPIRE TREASURER**

- Co-Chair the Budget and Finance Committee
- Oversee the financial records of Regional ASPIRE Association and State Chapters
- Review (or recommend revisions if needed of) financial policies and procedures
- Advise the Board on financial strategy and planning
- Make sure the board understands its financial obligations
- Prepare timely quarterly financial reports for each ASPIRE State Chapter and for the Regional ASPIRE Association
- Submit an Annual Financial Report to membership
- Maintain appropriate and adequate financial records for the immediate past Annual Conference in conjunction with ASPIRE Accounting/Bookkeeping Firm
- Prepare and present financial report to the ASPIRE Board for review at each scheduled meeting in conjunction to ASPIRE Accounting/Bookkeeping firm
- Collaborate with Membership Chair to maintain up-to-date records concerning membership status
- Develop registration procedures and coordinate with Conference Registration Subcommittee Chair regarding receipt of moneys
- Ensure a bi-annual audit (or compilation) is conducted as specified in the Operating Guidelines, Section 11.11 (Finance and Budget Policy, Annual Audit)
- Keep a calendar of important dates and filing deadlines, including the deadlines for Form 990 and filing tax returns
- Assist the President in developing the Annual Budget
- Prior to the January Board meeting, provide transition training to the new Treasurer

### **Assist with Transition of New Treasurer**

- Transfer savings and checking account signature authority to new Board officers within one month of elections
- Obtain credit cards as specified in Operating Guidelines, Section 11.4 (Finance and Budget Policy, Credit Cards).
- Records will be made available to the succeeding Treasurer at the conclusion of the winter Board meeting and will be transferred to the succeeding Treasurer when no longer needed for audit (or compilation) purposes by the outgoing Treasurer.
- Notify the bookkeeper of the name / contact of the new Treasurer
- Provide a copy of ASPIRE financial procedures manual to the new Treasurer
- Organize for a briefing with the new Treasurer detailing any spending commitments or incomings not included in budget papers
- Prepare a timeline of upcoming payments and dates when bills (insurance/taxes) are due

## SECRETARY:

The Secretary shall serve as recording secretary for all Board meetings and business meetings of the general membership.

The Secretary shall have the following duties and responsibilities:

- Record minutes of Board meetings. Disseminate unapproved Board meeting minutes to Board members within one month of the Board meeting.
- Board minutes are corrected and approved by the Board at the following Board meeting or via e- business. Post approved minutes on the ASPIRE website within one month of Board approval.
- Prepare an “Action List” and distribute to Board Members following each meeting;
- Deposit any Board meeting Executive Session minutes to ASPIRE Archives as specified in Operating Guidelines Section 3.4 (Board Meetings, Executive Session) [5/15];
- Record and disseminate minutes of business meetings of the general membership;
- Prepare a roster of Board members;
- Prepare new letterhead and distribute following each year’s elections;
- Maintain a list of Past Presidents;
- At the end of term of office, submit a file of approved minutes (electronically and hard copy) to new Secretary and to the Archivist;
- Chair and/or serve on ASPIRE committees, as appropriate.