

## **SITE BOARD POSITION DESCRIPTIONS**

### **PRESIDENT**

1. Presides over all Board and Executive Committee Meetings and the Annual Business Meeting. The President's term is one year; however, according to the Bylaws the President may serve two consecutive terms.
2. Sets specific dates and locations for all Board and Executive Committee Meetings, first clearing everyone's schedule in advance. These are the suggested times for such meetings:
  - a. Following the Annual Conference [OPTIONAL]
  - b. Fall Meeting (Aug-Oct)
  - c. Spring Meeting (Feb-April)
  - d. Prior to the Annual Conference
3. Prepares and distributes a tentative agenda to all members of the Board or to the Executive Committee prior to a meeting. Requests input from Board Members/Executive Committee before finalizing the agenda.
4. Appoints Audit Committee (prior to annual meeting).
5. Assigns any SITE project approved by Board or Executive Committee to Board Member(s) or other member(s) as circumstances dictate.
6. Writes "President's Message" to appear in each issue of InSITE and the JOURNAL.
7. Writes letters on behalf of SITE (e.g. congratulatory letters to AIM award recipient, Corporate Award, etc).
8. Hosts President's Reception at Annual Conference
9. Sends letter to superior(s) of newly appointed and outgoing Board Members, indicating appreciation for support given the employee for his/her participation as a SITE Board Member.
10. Receives complimentary suite for official nights of Annual Meeting plus a complimentary registration for self and guest.

### **VICE PRESIDENT - MEMBERSHIP SERVICES**

1. Promotes recruiting and member development activities through the Regional Vice Presidents.
2. Establishes regional meeting goals with the Regional Vice Presidents.
  - a. Communicates these goals to the Board of Directors.
  - b. Reports to the Board on behalf of the Regional Vice Presidents who are not in attendance at the Board meeting.
  - c. Follows up on Regional Vice President activities, as needed.
2. Provides assistance and advice to the Regional Vice Presidents.
3. Makes sure the Executive Director has information on regional activities and

membership for publication on the website and in the Society newsletter, InSITE.

4. Responds to any inquiries from the E.D. regarding membership (e.g. designee status, inappropriate use of membership directory, etc).
5. Coordinates the implementation and expansion of various SITE activities, such as new member services.
6. Methodically seeks out potential leaders from among SITE's present members to fill future vacancies on the Board of Directors and is a member of the nominating committee.

#### **VICE PRESIDENT - ANNUAL CONFERENCE**

1. Is responsible for the planning, organizing and implementing of SITE's Annual Conference.
2. Other specific important duties prior to the Annual Conference include:
  - a. Selection of the committee Chairpersons.
  - b. Prepares the Annual Conference budget, which must be submitted to and approved by the Board of Directors.
  - c. Submission of timely status reports on preparations for the Annual Conference. These usually will be presented at meetings of the Board of Directors.
3. For advice and counsel, the Vice President - Annual Conference should feel free to confer with other members of the Board of Directors, and especially the most recent Vice President - Annual Conference, the Society President and the Executive Director.
4. Annual Conference Statement – prepared and distributed for the full Board Meeting following the Annual Conference.

#### **SECRETARY** (may be joined with Treasurer)

1. Attends all Board meetings, and takes minutes at these meetings.
  - a. Make any changes needed in the minutes from the previous meeting.
  - b. Sends copies of the minutes to all Board members and the Executive Director within two weeks following of the meeting. Accepts corrections and reissues thereafter.
  - c. Sends the official copy of the minutes electronically at the end of the Society year to the E.D. for keeping on the SITE PC and with other official records.
2. Confirms that the Executive Director maintains a file containing all of SITE's insurance policies presently in force.

#### **TREASURER** (may be combined with Secretary)

1. Is responsible to see that all financial records of the Society are maintained.
2. Monthly reviews financial statements: Balance Sheet, Budget to Actual, bank statements, income and expense registers. Reviews all transfers between accounts.
3. Prepares statements for Board meetings.

- a. Balance Sheet, Budget report
  - b. Annual Statement - prepared for the Board Meeting held just prior to the Annual Conference, and for review at the Annual Business Meeting.
4. Prepares the annual Society budget and for the first Board Meeting of the Society year and revises and reports same at each meeting.
  5. Reviews a summary of the Society's financial position for publication in the Nov/Dec InSITE.
  6. Responsible for distributing Expense Guidelines and Expense Report forms to all Board members.

#### **REGIONAL VICE PRESIDENT**

1. Assigned to a geographic area (See map on regional web search) and responsible for:
  - a. Regional activities, determines cost structure, and expense/reporting revenue. (Coordinates with Vice President - Membership Services)
  - b. Assists in the recruitment of new members and uses regional activities for such recruitment.
2. Serves as the contact person along with the Executive Director for general information on SITE to both members and prospective members in the region.
3. Welcomes new members
4. Reports all Regional Activities to the Vice President - Membership Services and the Executive Director both in advance and prepares an article following the meeting for inclusion in InSITE.
5. Recruits and appoints Regional Directors to assist in scheduling regional activities
6. Arranges the Regional Meetings through a Regional Meeting Chairperson and/or Regional Director
7. Attends Board Meetings.

#### **IMMEDIATE PAST PRESIDENT**

1. Serves as Chairperson of the Nominating Committee for the year following completion of term as president.
  - a. Selects Committee members to assist in identifying a slate of officers for the next Society year. It is recommended that the current president and in-coming president be consulted on possible slate.
  - b. Once the slate of incoming officers is decided upon by the Nominating Committee, and approved by the Board of Directors, the Past President contacts each nominee for a short bio, interest statement and photo for InSITE.

2. Recommends to the Board of Directors a conference site for the next available year. The Board of Directors makes a final decision.
3. In the event that the Editor cannot continue his/her duties, the Past President acts as interim Editor until a successor is named.
4. Is appointed by President to chair an appropriate committee such as Strategic Planning, Succession Planning, Board development, publication review, sponsorship, etc.
5. Performs other duties as assigned by the President such as coordinating any special projects (e.g. Insurance Designations Handbook).