

KHESA

BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: PRESIDENT

POSITION SUMMARY:

The President shall be the chief executive officer of the Association; shall preside at all meetings of the organization; shall serve as Chairman of the Board of Directors; shall present a report at the Annual Meeting which shall be kept in the permanent files of the Association. The President shall assume office at the beginning of each even year.

RELATIONSHIPS:

The President is responsible to the general membership of the Association. Positions reporting to the President are all Officers, Directors and Committee Chairmen.

QUALIFICATIONS:

1. The President must be a member of KHESA in good standing.
2. The President should have previous experience as a member of the Board of Directors of the Association.
3. The President shall serve a total 6 year term, President-Elect (2 year), President (2 year) and Past President (2 year).
4. The President shall be able to devote the time necessary to fulfill the requirements of this position.

RESPONSIBILITIES:

1. Presides over all meetings of the organization. Calls Board meetings the evening before the spring and fall workshop and as necessary. Sends out meeting agenda to include date, time and place. Arranges meeting place and meal.
2. Appoints the Secretary, Treasurer and Historian for a one year term with the approval of the board. Assures all meeting minutes and treasurer reports are sent out to board members and KHA Liaison in a timely manner.
3. Attends all KHESA and CPE board meetings. May need to perform duties of Program Chair, Chair and Recorder for CPE for a 3 year term.
4. Signs the MOU with KHA and CPE upon board approval.
5. Stays in contact with KHA.
6. Assists President Elect with programming as needed
 - Stays in close contact with the President Elect
 - Stays informed of workshop planning and progress
 - Is responsible for making sure two workshops are completed each year
7. In the event the President Elect cannot fulfill duties, the President will be responsible for the workshops.
8. Approves the KHESA membership application sent by KHA each year.

9. Looks for ways to increase the membership.
10. Handles any KHESA business as necessary.
11. Orders certificate of completion awards for the fall program from KHA if CPE does not provide these. Signs all certificate of completion awards for the spring and fall programming.
12. Attends the KHA Allied President's Retreat as available.
13. Assists with bylaw updates as needed.
14. Helps set goals for the Association.
15. Helps set the budget for the Association.
16. Maintains the President Manual and transfers this manual to the next President.
17. Performs any other duties as necessary.

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BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: PRESIDENT ELECT

POSITION SUMMARY:

The President Elect shall in the absence of or because of incapacity of the President perform all duties and assume all responsibilities of the President. The President Elect shall serve as Membership Chairperson and as Program Chairperson. The President Elect shall assume office at the beginning of each even year.

RELATIONSHIPS:

The President Elect is responsible to the President and assists in coordinating activities of the Association under the President's direction.

QUALIFICATIONS:

1. The President Elect must be a member of KHESA in good standing.
2. The President Elect should have previous experience as a member of the Board of Directors of the Association.
3. The President Elect shall serve a total 6 year term, President Elect (2 years), President (2 years) and Past President (2 years).
4. The President Elect shall be able to devote the time necessary to fulfill the requirements of this position.

RESPONSIBILITIES:

1. Attends and participates in all scheduled Board of Directors and CPE meetings. May need to perform the duties of Program Chair, Chair and Recorder for a three year term for CPE.
2. Has the ultimate responsibility of planning and preparation of the spring and fall workshop each year. Can appoint a committee from the Association's membership to assist with programming. Follows the financial budget approved by the Board of Directors.

Spring Workshop format – schedules the date, time and place.

a. Speakers

Makes arrangements for speakers to include

- Presentation topics
- Audio/visual equipment needs.
- Charges for travel expense.
- Hotel accommodations (books room for speaker if needed)
- Meal expenses
- Arranges for Treasurer to pay speaker. Tax information & SSN if cost of speaker over \$600 and if speaker is not incorporated.

- Stays in contact with speaker.
 - Arranges for print outs of presentation.
 - Assists and introduces the speaker at the workshop.
- b. Arrangements
- Finds hotel – checks facility to see if adequate meeting space, cleanliness, pricing, audio/visual capabilities, food, etc.
 - Arranges for a block of sleeping rooms, discount pricing and meeting rooms. Signs contract. Stays in contact with hotel representative.
 - Arranges food for two continental breakfasts, one lunch and snacks for one morning and one afternoon.
 - Arranges evening activities if desired.
- c. Prepares brochure information for Spring Workshop – uses past brochures as a guideline. **Sends this information to KHA at least 8 weeks ahead of scheduled workshop. Brochure should be mailed out by KHA at least 6 weeks ahead of scheduled workshop.**
- d. Stays in contact with KHA.
- e. KHA provides the workshop evaluation in the registration packet. Gathers the evaluation at the end of the workshop and tallies. Reports results to the board.

Fall Workshop Format – Meets regularly throughout the year with CPE board through face to face meetings or conference calls to assist in planning.

- a. Speakers
- Makes arrangements for speakers to include topics, A/V equipment and print outs of presentations. Five sessions of two hours each will have a scheduled speaker or a round table discussion.
 - Sends all speakers a bibliography/reference sheet to complete. This information is to be turned into the CPE program chairperson no later than May for the brochure and CEU approval.
 - Each Association is allowed \$1,000 towards speaker expense to include – room, travel expense and speaker fee. Any amount above this will need to be paid from the Associations budget.
 - Has someone from the board work the session tables.
 - Presents speaker with the speaker packet. Assists and introduces the speaker and monitors the room as needed.
 - CPE provides evaluations. Reports evaluation results to the board.
 - If CPE does not provide evaluations, arranges for KHA to make the Certificate of Completion for the President to sign.
- b. Arrangements
- The Chair of CPE makes all arrangements for block of sleeping rooms and meeting rooms.
 - A member of CPE will make all arrangements for the continental breakfast, breaks and meals.
3. Assists the President as needed.
- Stays in close contact with the President.
 - Keeps the President informed of workshop planning and progress.

- Is responsible for making sure two workshops are completed each year.
4. Stays in contact with KHA.
 5. Attends Allied President's Retreat as available.
 6. Assists with bylaw updates as needed.
 7. Maintains the President Elect Manual and transfers this manual to the next President Elect.
 8. Helps set goals for the Association.
 9. Helps set the budget for the Association.
 10. Performs any other duties as needed.

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BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: IMMEDIATE PAST PRESIDENT

POSITION SUMMARY:

The Immediate Past President shall act in an advisory capacity to the President and the President-Elect.

RELATIONSHIPS:

The Immediate Past President is responsible to the President.

QUALIFICATIONS:

1. The Immediate Past President must be a member of KHESA in good standing.
2. The Immediate Past President shall have previous experience as a member of the Board of Directors of the Association.
3. The Immediate Past President shall serve a total 6 year term, President-Elect (2 year), President (2 year) and Immediate Past President (2 year).
4. The Immediate Past President shall be able to devote the time necessary to fulfill the requirements of this position.

RESPONSIBILITIES:

1. Attends and participates in all scheduled Board of Director meetings.
2. Acts as Board Member of KHESA.
3. Assists with all committees when called upon.
4. Assists the President and President-Elect as requested.
5. Assists with bylaw updates as needed.
6. Is responsible for the bi annual newsletter.
7. Nominates members for Board of Directors and President –Elect positions with the assistance of the two previous past presidents.
8. Helps set goals for the Association.
9. Helps set the budget for the Association.
10. Maintains the Immediate Past President manual and transfers this manual on to the next Immediate Past President.
11. Performs any other duties as needed.

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BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: SECRETARY

POSITION SUMMARY:

The Secretary will record and maintain minutes from the Board of Directors and the Annual Membership Business Meetings. A record of the minutes will be submitted to the Board of Directors within a month of the meeting. Minutes will be reviewed with the general membership of the Association during the business session of the annual meeting.

RELATIONSHIPS:

The Secretary is responsible to the President.

QUALIFICATIONS:

1. The Secretary must be a member of KHESA in good standing.
2. The Secretary should have previous experience as a member of the Board of Directors.
3. The Secretary shall serve a minimum total of a 2 year term on the Board of Directors.
4. The Secretary shall be able to devote the time necessary to fulfill the requirements of this position.

RESPONSIBILITIES:

1. Attends and participates in all scheduled Board of Director meetings.
2. Records meeting minutes of the Board of Directors and Annual Business meetings. Sends them to the President for approval and then to board members.
3. Maintains the Secretary manual and transfers these to the next Secretary.
4. Helps set goals for the Association.
5. Helps set the budget for the Association.
6. Performs any other duties as needed.

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BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: TREASURER

POSITION SUMMARY:

The Treasurer will maintain the financial records and pay all bills incurred by the Association. A financial report will be submitted to the Board of Directors at each meeting. A summary of these financial reports will be submitted to the general membership of the Association during the business session of the annual meeting.

RELATIONSHIPS:

The Treasurer is responsible to the President.

QUALIFICATIONS:

1. The Treasurer must be a member of KHESA in good standing.
2. The Treasurer should have previous experience as a member of the Board of Directors.
3. The Treasurer shall serve a minimum total of a 2 year term on the Board of Directors.
4. The Treasurer shall be able to devote the time necessary to fulfill the requirements of this position.
5. The Treasurer should have a basic knowledge of bookkeeping.

RESPONSIBILITIES:

1. Attends and participates in all scheduled Board of Director meetings.
2. Will maintain all financial records to current date in order to provide interim reports at each Board of Directors meeting. The Treasurer's book will be audited by two board members at each spring Board of Directors meeting.
3. Will maintain records of membership dues.
4. Assures that the bank has a current authorized signature card for the President and the Treasurer.
5. Provides current records for all financial transactions and transfers these records to the next Treasurer.
6. Prepares and submits financial reports as required by state and federal revenue departments.
7. Purchases CDs as directed by a vote of the Board of Directors.
8. Prepares and submits a proposed budget for the year and the final budget for the past year for the Association at the January board meeting.
9. Maintains the Treasurer manual and transfers this on to the next Treasurer.
10. Helps set goals for the Association.
11. Performs any other duties as needed.

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BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: HISTORIAN:

POSITION SUMMARY:

The Historian shall keep a yearly record of all current KHESA membership.

RELATIONSHIPS:

The Historian is responsible to the President .

QUALIFICATIONS:

1. The Historian must be a member of KHESA in good standing.
2. The Historian should have previous experience as a member of the Board of Directors of the Association.
3. The Historian shall serve a minimum total of a 2 year term on the Board of Directors.
4. The Historian shall be able to devote the time necessary to fulfill the requirements of this position.

RESPONSIBILITIES:

1. Attends and participates in all scheduled Board of Director meetings.
2. Keeps track of KHESA membership.
3. Keeps on file all brochures, membership awards, pictures of awards and workshops. Keeps the KHESA camera and the projector
4. Helps set goals for the Association.
5. Helps set the budget for the Association.
6. Maintains the Historian manual and transfers this on to the next Historian.
7. Performs any other duties as needed.

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BOARD OF DIRECTORS

DUTIES AND RESPONSIBILITIES

TITLE: BOARD MEMBER

POSTION SUMMARY:

The Board Member shall be available to assist the Board of Directors.

RELATIONSHIPS:

The Board Member is responsible to the President.

QUALIFICATIONS:

1. The Board Member must be a member of KHESA in good standing.
2. The Board Member shall be able to devote the time necessary to fulfill the requirements of this position.

RESPONSIBILITIES:

1. Attends and participates in all scheduled Board of Director meetings.
2. Familiarizes themselves with the Board of Directors manual. Maintains the Board Member manual and transfers on to the next Board Member.
3. May be asked to serve as Historian, Secretary, Treasurer or on the Program Committee.
4. Helps set goals for the Association.
5. Helps make the budget for the Association.
6. Performs any other duties as needed.

