

# ARIZONA EVALUATION NETWORK

## BOARD OF DIRECTORS

### Elected Positions

Elected officers (other than president) shall be limited to uninterrupted Board membership of three (2) two-year terms, unless such term limits are waived by affirmative action of the Board of Directors.

#### PRESIDENT/CEO

- Preside at meetings of the Executive Board and meetings of the general membership
- Act as the local affiliate contact for the American Evaluation Association
- Co-signatory on financial documents for the Corporation
- Administer organizational business and carrying out policy
- Authorize entrance into any contract, deed, or conveyance
- Notify members of their election to the Executive Board
- Represent the Corporation before the public

#### PRESIDENT ELECT

- Plan the Annual Meeting
- Coordinate with regional groups for including Annual Meeting in existing programming
- Chair the strategic planning committee and reporting on its activities
- Format all meetings of the general membership
- Assume the duties of President/CEO in their absence, resignation or incapacity
- Bylaws compliance and amendments

#### IMMEDIATE PAST PRESIDENT

- Provide advice and consultation to the Executive Board;
- Chair the Nominating Committee.

#### VICE PRESIDENT OF ADMINISTRATION

- Custodianship of all documents, communications, and other papers relating to the business of the Corporation;
- Take and maintain accurate minutes of meetings of the Board and distributing minutes to Board members;
- Keep and update member records with the assistance of the Membership Recruitment Chair
- Conduct the election process

#### VICE PRESIDENT FOR BUDGET AND FINANCE

- Collect all program registration fees and membership dues
- Handle and maintain financial documents and bank accounts
- Serve as co-signatory on financial documents for the Corporation
- File financial statements and paying taxes of the Corporation
- Send invoices and pay all authorized bills;
- Authorize the expenditure of Corporate funds
- Produce a monthly report to the Board of Directors.

## Appointed Positions

All appointed officers shall be appointed for a one (1) year term with no more than two (2) consecutive one-year terms in the same office.

### MEMBERSHIP RECRUITMENT CHAIR

- Recruitment of new members
- Maintenance of membership and other mailing lists
- Updates to electronic the membership Directory
- Assists the Vice President of Administration in keeping and updating member records
- Appoint and chair a committee as necessary.

### EXTERNAL COMMUNICATIONS CHAIR

- Publication and distribution of the newsletter
- Marketing and publicity including managing social media accounts
- Announcements to the membership;
- Appoint and chair a committee as necessary.

### RESOURCE DEVELOPMENT CHAIR

- Solicitation of funds in the name of the Corporation
- Development of a five-year plan for the development of major financial resources
- Securing scholarships for student members
- Appoint and chair a committee as necessary

### PROFESSIONAL DEVELOPMENT CHAIR

- Professional development opportunities for the membership
- Planning annual and/or semi-annual conference
- Appoint and chair a committee as necessary

### LOCAL AFFILIATE COLLABORATIVE REPRESENTATIVE

- Building communication among the affiliates and between the affiliates and the American Evaluation Association

### REGIONAL CLUSTER CHAIRPERSONS

- Planning and implementing local activities within their region
- Planning no less than four (4) events in a twelve (12) month period
- Appoint and chair a committee as necessary