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

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

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

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.

IMMEDIATE PAST PRESIDENT

- Provide advice and consultation to the Executive Board;
- Chair the Nominating Committee.
<table>
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<th>Position</th>
<th>Responsibilities</th>
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| **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 |

**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.