

# AAPASS

## EXECUTIVE BOARD DUTIES



## **PRESIDENT**

- Preside at all meetings for AAPASS
- Direct all activities of AAPASS
- Appoint Chairpersons for all committees
- Attends CLAS meetings as an affiliate member

## **FIRST VICE-PRESIDENT**

- Perform duties of President in absence of President
- Aide the President
- Program Chairperson
- Plan Annual Conference Program with assistance of Planning Committee
- Work with host district to:
  - Provide printed program
  - Verify program presenters
  - Send out need for rooms/presenters
  - Make reservations for presenters

## **SECOND VICE-PRESIDENT**

- Perform duties of First Vice President if absence of that officer
- Serve as Membership Chairperson
  - Attend CLAS Membership Meeting in Montgomery
  - Letters to all member and non-member Attendance Coordinators
  - Letters to membership prior to annual conference to encourage attendance
  - Update AAPASS Membership Directory
- In Charge of registration table(s) with host district at annual conference

## **SECRETARY**

- Keep roll of all members and their addresses
- Keep record of all meetings
  - Affiliate Meetings
  - CLAS Conference
  - Executive Board Meetings and Planning Sessions
  - Annual Conference
- Mail/Email copy of board minutes to all Board Members
- Send Thank You cards to all annual conference presenters
- Send cards to membership upon request
- Send annual conference flyer and sample letter to district Presidents for local invitations

## **TREASURER**

- Receive all monies of AAPASS
- Keep accurate records of all receipts and expenditures
- Present written documentation of monies at all meetings of AAPASS
- Give list of pre-paid members to Second Vice-President prior to annual conference
- PLU/CEU COORDINATOR Develop and submit the annual conference PLU for approval
- Ensure PLU registration is communicated to conference attendees
- Produces and distributes CEU certificates as needed
- Ensures the effective registering of sessions at the annual conference
- Communicates with PLU participants about follow-up deadlines and submissions

## **DISTRICT PRESIDENTS**

- Elected at the spring district meetings – Names sent to AAPASS President
- Conduct a minimum of three (3) meetings Serve on Planning Committee for annual AAPASS Conference

## ROTATION OF HOSTING DISTRICT

2013	DISTRICTS 4 and 5
2014	DISTRICTS 6 and 1
2015	DISTRICTS 2 and 3
2016	DISTRICTS 4 and 5
2017	DISTRICTS 6 and 1
2018	DISTRICTS 2 and 3
2019	DISTRICTS 4 and 5
2020	DISTRICTS 6 and 1
2021	DISTRICTS 2 and 3
2022	DISTRICTS 4 and 5
2023	DISTRICTS 6 and 1
2024	DISTRICTS 2 and 3
2025	DISTRICTS 4 and 5
2026	DISTRICTS 6 and 1
2027	DISTRICTS 2 and 3
2028	DISTRICTS 4 and 5