

# **GAEOP – DUTIES & RESPONSIBILITIES OF ELECTED OFFICERS, COMMITTEE CHAIRMEN AND MEMBERS**

## **ELECTED OFFICERS**

### **The PRESIDENT:**

- \* Calls and presides at ALL meetings of the association and executive board.
- \* Knows the purpose of and is familiar with the goals set for the year.
- \* Appoints committee chairmen (except Nominating) and serves as ex-officio member of all committees (except Nominating). For any appointed positions not filled, the President shall assume responsibility for the completion of that committee's duties.
- \* Approves all expenditures.
- \* Works closely and harmoniously with other officers and committee chairmen.
- \* Co-responsible, with president-elect, for Annual Fall and Spring Conferences.
- \* Is the association's official delegate to the National Association's (NAEOP) Annual Conference.
- \* Serves as the association's official representative in meetings with other organizations.
- \* Assumes and performs such other duties as assigned by the executive board and as outline in the association bylaws.
- \* Prepares an annual report of the year's activities, including reports or committee chairmen, and distributes to the membership either in the official newsletter or as a separate report.

### **The PRESIDENT-ELECT:**

- \* Presides at all meeting of the association and executive board in the absence of the President.
- \* Assumes the duties and powers of the President in her absence or incapacity.
- \* Is familiar with the goals set for the year.
- \* Assists President in any way possible.
- \* Co-responsible with President for Annual Fall Conference the following year.
- \* Purchase and presents the gifts for outgoing President.
- \* Co-responsible with President for Annual Spring Conference/Installation, arranges installation ceremony and purchases gift for installing officer.
- \* Works closely with other officers and committee chairmen and has oversight responsibility for the following committee chairmen: Hospitality, Parliamentarian and Program.
- \* Assumes other duties as assigned by the president and as outlined in the association bylaws.
- \* Prepares an annual report of year's activities and submits to the President at the end of the membership year.

### **The VICE PRESIDENT:**

- \* Presides at meeting in the absence of the President and President-Elect.
- \* Assumes duties and powers of Presidency in the absence of incapacity of the President and President-Elect.
- \* Purchases or delegates responsibility for gifts for speakers or workshop presenters (unless program chairman has been appointed).
- \* Works closely with other officers and committee chairmen and has oversight responsibility for the following committee chairmen: Affiliation, Area Coordinator, Certification, Higher Education, and Membership.
- \* Assumes other duties as assigned by the President and as outlined in the association bylaws.
- \* Prepares an annual report of year's activities and submits to the President at the end of the membership year.

### **The SECRETARY:**

- \* Keeps accurate minutes and a permanent record of all meetings of the association and executive board.
- \* Prepares and distributes minutes to members of Executive Board prior to next meeting.
- \* Presents draft minutes at general meeting for approval by membership.
- \* Has copies of Bylaws and Standing Rules available for meetings.
- \* Handles correspondence of the association as directed by the President or executive board.
- \* Sends approved minutes to be included in the newsletter edition that is published immediately following Spring or Fall conference.
- \* Works closely with other officers and committee chairmen and has oversight responsibility for the following committee chairmen: Bylaws/Handbook, Historian/Property, Newsletter and Website.
- \* Assumes other duties as assigned by the President and as outlined in the association bylaws.
- \* Prepares an annual report of year's activities and submits to the President at the end of the membership year.

### **The TREASURER:**

- \* Is custodian of all association funds and maintain an accurate record of all receipts and disbursements.
- \* Disburses funds only as authorized by the President and in accordance with the approved budget.
- \* Assumes responsibilities of preparing a proposed budget for the approval of the Executive Board.
- \* Prepares a copy of the approved budget to be included in the newsletter at the beginning of each year.
- \* Prepares financial reports for distribution at all meetings of the executive board and the association.
- \* Prepares a comprehensive financial report at the end of each month and submits to the President.
- \* Arranges for a yearly independent audit of the association's financial records.
- \* Receives all conference/meeting registrations, maintains accurate records to support conference activities.
- \* Works closely with other officers and committee chairmen and has oversight responsibility for the following committee chairmen: Awards, Scholarship and Ways and Means.
- \* Assumes other duties as assigned by the President and as outlined in the association bylaws.
- \* Prepares an annual report of activities and submits to the president at the end of the membership year.

### **The IMMEDIATE PAST-PRESIDENT:**

- \* Serves as an advisor to the President and executive board.
- \* Promotes interest in the association, its goals and ideals.
- \* Normally serves as Past President's Council Chairman.-
- \* Works closely with other officers and committee chairmen and has oversight responsibility for the following committee chairmen: Chaplain/Sunshine, Past President's Council (if not serving as Chair), and Retirees.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The ELECTED OFFICERS OF GAEOP:**

- \* Prepare association's goals for the year.
- \* Ensure effective communication among committees and membership.
- \* Represent the best interests of GAEOP and its members in all decisions.

## **COMMITTEE CHAIRMEN**

*While not all committees or positions will function each year, these descriptions will help members to understand the responsibilities of each.*

### **The AFFILIATION CHAIRMAN:**

- \* Acts as liaison between the association and NAEOP or other professional organizations.
- \* Advises President and executive board on affiliation benefits.
- \* Arranges for affiliation with other professional associations as directed by the executive board.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The AREA COORDINATOR:**

- \* Following the adopted GAEOP areas, appoints a 'chairman' for each area at the direction of the President and President-Elect.
- \* Acts as liaison between Executive Board and Area Chairmen.
- \* Disseminates information from the executive board to Area chairmen.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **Each INDIVIDUAL AREA CHAIRMAN:**

- \* Develops communication channels within the assigned areas by designating a contact person in the school system or district.
- \* Acts as liaison between GAEOP and area by disseminating information.
- \* Arranges an Area meeting at least once a year (may be held at a GAEOP Conference).
- \* Assumes other duties as assigned by the area coordinator.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the area coordinator at the end of the membership year.

### **The AWARDS CHAIRMAN:**

- \* Prepares and distributes guidelines and application forms for Member and Administrator of the Year to members.
- \* Selects judges and arranges for selection procedures.
- \* Appoints special subcommittees as needed to arrange for appropriate recognition ceremonies during the spring meeting.
- \* Purchases appropriate plaques/gifts for the recipients.
- \* Prepares applications for national awards for state recipients and forwards to President in a timely manner to allow postmarking by the National deadline of March 15<sup>th</sup>.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

#### **The BY-LAWS/HANDBOOK CHAIRMAN:**

- \* Revises and updates standing rules for the association as mandated by the executive board and bylaws.
- \* Revises by-laws as mandated by the executive board and by-laws committee.
- \* Has copies of current by-laws and standing rules available, distributes as necessary.
- \* Distributes an association handbook to new members.
- \* Prepares and distributes yearly updates (directory of officers, calendar of events, appointed positions, by-laws and standing rules, as necessary) to members.
- \* Suggests materials to be included in the handbook.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

#### **The CHAPLAIN/SUNSHINE CHAIRMAN:**

- \* Prepares and delivers invocation or inspirational messages at each association meeting, executive board meeting or meal function of GAEOP.
- \* Sends flowers / cards as needed.
- \* Prepares a memorial service, if appropriate, at Fall and/or Spring meeting.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

#### **The HIGHER EDUCATION CHAIRMAN:**

- \* Acts as liaison between all institutions of higher education and the association.
- \* Promotes and encourages membership of higher education personnel in the association.
- \* Presents concerns of higher education personnel to the executive board.
- \* Ensures that the interests of higher education personnel are considered in developing yearly goals and plans.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

#### **The HISTORIAN/PROPERTY CHAIRMAN:**

- \* Maintains association scrapbook on a yearly basis.
- \* Collects programs, pictures, publicity, etc. about association activities or members to be placed in the scrapbook.
- \* Maintains a history of the association and writes a yearly chronicle of association activities to be added to the history.
- \* Stores those items belonging to the association.
- \* Arranges proper display of items during general meetings.
- \* Keeps a list of items purchased by or donated to the association.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The HOSPITALITY CHAIRMAN:**

- \* Prepares nametags and place cards for the head tables, programs, and favors for all meal functions of the association and appoints subcommittees as needed.
- \* Makes arrangements for table placement with meeting location staff.
- \* Secures door prizes.
- \* Acts as hostess at association functions.
- \* Arranges Hospitality Room at Annual Fall and Spring Conferences.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The MEMBERSHIP CHAIRMAN:**

- \* Serves as membership chairman; receives ALL membership applications and sends fees to Treasurer.
- \* Sends out renewal notices on or before June 30<sup>th</sup>.
- \* Sends out GAEOP Handbook (to new members) and membership cards upon receipt of completed application and membership fees for the year.
- \* Maintains an up-to-date roster of all categories of membership: alphabetized and by counties and has copies available at all Executive Board and General meetings.
- \* Prepares distribution list and/or mailing labels for GAEOP publications.
- \* Prepares membership directory for distribution to members by November 30<sup>th</sup>.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The NEWSLETTER CHAIRMAN/EDITOR:**

- \* Prepares a quarterly newsletter to be distributed to members and appropriate administrators of school systems, including higher education institutions.
- \* Plans layout and seeks, requests, selects or writes articles for the newsletter.
- \* Arranges for printing and/or distribution of the newsletter.
- \* Submits newsletter for the national (NAEOP) contest.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The NOMINATING CHAIRMAN:** (Chosen at the Fall Conference)

- \* Receives nominations for elective offices according to the by-laws.
- \* Collects biographies for candidates for publication in the official newsletter or distribution with ballots.
- \* Arranges for election procedure according to by-laws.
- \* Announces election results at Spring meeting, or through the official newsletter of the association.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

### **The PARLIAMENTARIAN:**

- \* Advises the President, executive board and members of parliamentary procedures.
- \* Sees that all meetings are conducted according to parliamentary law.
- \* Makes a decision on interpretation of by-laws and standing rules when questions or points of order arise.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

**The PAST PRESIDENT'S COUNCIL CHAIRMAN:**

- \* Position normally held by Immediate Past-President
- \* Raises funds for special projects or to promote the association's goals.
- \* Maintains an up-to-date roster of past presidents.
- \* Coordinates activities of the council.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

**The PROFESSIONAL STANDARDS PROGRAM / CERTIFICATION CHAIRMAN:**

- \* Provides information to and advises members seeking PSP certification or GCEOP certification.
- \* Keeps an up-to-date list of members holding/receiving certificates.
- \* Responds to applications for GCEOP in a timely manner.
- \* Arranges for an appropriate recognition ceremony to honor GCEOP recipients and to award certificates.
- \* Suggests in service programs for PSP credit.
- \* Coordinates all PSP activities.
- \* Encourages enrollment in the program.
- \* The Chairman should hold PSP certification or be enrolled in the program.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

**The PROGRAM CHAIRMAN:**

- \* Coordinates activities during conferences/meetings by checking with appropriate chairman.
- \* Suggests and arranges for programs as needed. Works closely with President/President-Elect on conference programs.
- \* Arranges for speakers to be met and escorted during visit.
- \* Purchases gifts for speakers or program presenters.
- \* Advises President/President-Elect on details and acts as liaison.
- \* Prepares attendance certificates for all programs and meetings where appropriate.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

**The RETIRED MEMBERS CHAIRMAN:**

- \* Maintains a list of all retired members.
- \* Contacts retired individuals to encourage membership and participation in association activities.
- \* Acts as a liaison between retired members and the association.
- \* Raises funds for special activities or promotion of the goals of the association.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

**The SCHOLARSHIP CHAIRMAN:**

- \* Prepares and distributes applications for student scholarship to all Georgia High Schools.
- \* Prepares and distributes applications for member scholarship to all members.
- \* Selects judges and arranges for selection procedures.
- \* Appoint special subcommittees as needed to arrange for appropriate recognition ceremonies during the spring meeting.
- \* Purchases appropriate gifts for the judges.
- \* Prepares NAEOP applications for state winners, both high school and member, and forwards to the President in a timely manner to allow for postmarking by the National deadline of March 15<sup>th</sup>.
- \* Handles payment of scholarship awards as directed in GAEOP Standing Rules.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

**The WAYS AND MEANS CHAIRMAN:**

- \* Determines and coordinates association's fund raising activities.
- \* Appoints special committees as needed.
- \* Keeps a record of monies received and expended.
- \* Sends monies to the treasurer.
- \* Assumes other duties as assigned by the President.
- \* Prepares an annual report of activities, shares with incoming chairman, and submits to the President at the end of the membership year.

## **MEMBERS**

It is important that members accept their obligations and responsibilities as members of the association and should:

1. Attend meetings regularly; listen to, discuss and vote on all issues. Officers and committee chairman are only the agents who administer the affairs of the association as they are directed by the membership.
2. Act in a gracious manner, for mutual respect of members is essential to an association's effectiveness.
3. Know, understand and follow the association bylaws, standing rules and basic parliamentary procedure.
4. Pay dues promptly and be on time for all meetings.
5. Assess all facets of any issue before deciding whether to vote for or against a motion. The old saying that "there are always two sides to every question" still is an excellent guideline.
6. Keep discussions impersonal and do not become emotionally involved.
7. Vote on all issues; exercise your privilege of voting.
8. Second motions quickly to expedite business.
9. Think carefully of the exact wording before making a motion so that it indicates what you mean.
10. Listen carefully to how the motion is state by the chairman or the president since this is the way the motion will stand.
11. Serve in your association, on committees or as an officer.
12. Accept the decision of the majority.
13. Be recognized by the chairman or president before you speak.
14. Do not talk while discussion is being held or while anyone is speaking.
15. Rise to a point of order and ask for an explanation if you do not understand a motion.
16. Be friendly and helpful to new members.
17. Be brief, be courteous and be correct.
18. The minority must always be heard, but the majority decides.
19. Adopt a positive attitude – this is your association and discussion and debate are tools to arrive at the best possible decision.
20. Become involved as much as possible in association affairs, offer suggestions, promote its activities, be loyal and recruit members. If you feel membership in an association is worthwhile for you, it will be the same for others.

*Member Responsibilities adapted from The Gavel is Yours*