

# PASHA Officer Job Description

**Title:** President

**Leadership Responsibilities:** The President shall be the chief executive of the Association, and shall promote the interest of the Association in all ways. It shall be that person's duty to preside at all regular meetings, the annual business meeting, at Executive Committee meetings, and call emergency meetings of the Association or any of its committees.

**Committee Responsibilities:** The President shall be an ex-officio member of all standing and ad hoc committees.

**General Duties as outlined in the By-Laws:**

1. The President shall appoint chairpersons of all the standing committees in accordance with the bylaws of the Association subject to the approval of the Executive Committee.
2. The President may appoint ad hoc committees to carry out specific duties not provided for in the standing committees subject to the approval of the Executive Committee.
3. The President shall convene an Executive Committee of current and newly elected and appointed members no later than June 30.
4. The President shall be responsible for an orderly transition of records and reports and the maintenance of the Association records.
5. The President shall verify the appointment of a Registering Agent annually.

**Specific Duties:**

May-June (end of the term as President-Elect)

(#1 above) Recruit committee chairpersons for the following committees: Audit-Budget, By-Laws, Education Resources, Honors, Membership and Professional Standards, Symposium (chair-elect). Check with current chairpersons first to see if any are willing to serve another term or would be interested in chairing another committee. Members may have agreed to chair a committee or serve on a committee when they were contacted by the Nominating Committee. As a member of the Nominating Committee, the President-Elect should be aware of those members.

Meet with other members of the Audit-Budget Committee to audit the books of the Association and create a budget proposal for the coming year.

Meet with current President to pass on materials and discuss any issues that will be carried over to the new year.

June 15-30

(#3 & #4 above) Schedule and convene a meeting of the old and new Executive Committees to pass on materials and discuss goals for the new PASHA year. All outgoing committee chairs must present an end-of-year report. One copy goes to the President and one in the committee binder. Each chair must turn over the

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PASHA binder for her/his committee with all sections updated and intact. It is the outgoing President's responsibility to make sure all reports are turned in and all binders are passed on.

## July

Make arrangements with the Treasurer to sign new signature cards at the bank for checking, savings, and the Certificate of Deposit.

Compose a "President's letter" to be included in the first mailing to the membership. Include a contact list for all officers and committee chairs.

## August-May

1. Chair all general meetings scheduled by the Program Committee. Develop an agenda for each general meeting.
2. Schedule and convene Executive Committee meetings. Develop an agenda for each Executive Committee meeting. The schedule for meetings will be determined by the sitting Executive Committee. They may be scheduled for the same night as the general business meeting, or they may be held two-three weeks prior to the meeting. They may be held at the President's home, office, or another available space.
3. Monitor committee activities. Encourage all committee chairs to have committee members. It is required in the By-Laws and is critical to PASHA's ability to recruit volunteers for elected office and committee chair positions.
4. Assist the Vice-President as needed with program issues.
5. Write checks as needed (i.e., if the Treasurer is unavailable or if a check needs to be written to the Treasurer).

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# PASHA Officer Job Description

**Title:** President-Elect

**Leadership Responsibilities:** The President-Elect shall preside at the meetings of the Association and the Executive Committee in the absence of the President. The President-Elect shall be chairperson of the Legislative-Response Committee.

**Committee Responsibilities:** The President-Elect is a voting member of the Executive Committee. The President-Elect shall serve as a member of the Audit-Budget Committee and the Nominating Committee.

**Duties:** The President-Elect shall succeed the President upon the expiration of that person's term of office or inability to complete the term. The President-Elect should review the duties of the President so that she/he is familiar with the office prior to her/his term (see below for initial duties). Additional duties include those for the chairperson of the Legislative-Response Committee.

## May-June (end of the term as President-Elect)

(#1 above) Recruit committee chairpersons for the following committees: Audit-Budget, By-Laws, Education Resources, Honors, Membership and Professional Standards, Symposium (chair-elect) Check with current chairpersons first to see if any are willing to serve another term or would be interested in chairing another committee.

Meet with other members of the Audit-Budget Committee to audit the books of the Association and create a budget proposal for the coming year.

Meet with current President to pass on materials and discuss any issues that will be carried over to the new year.

## June 15-30

(#3 & #4 above) Schedule and convene a meeting of the old and new Executive Committees to pass on materials and discuss goals for the new PASHA year. All outgoing committee chairs must present an end-of-year report. One copy goes to the President and one in the committee binder. Each chair must turn over the PASHA binder for her/his committee with all sections updated and intact. It is the outgoing President's responsibility to make sure all reports are turned in and all binders are passed on.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

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**Title:** Vice-President

**Leadership Responsibilities:** The Vice-President shall serve as the chairperson of the Program Committee.

**Committee Responsibilities:** The Vice-President is a voting member of the Executive Committee

**Duties:** See the duties outlined for the Program Committee Chairperson.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# PASHA Officer Job Description

**Title:** Recording Secretary

**Leadership Responsibilities:** None

**Committee Responsibilities:** The Recording Secretary is a voting member of the Executive Committee

**Duties:**

**General:** The Recording Secretary shall record and file minutes of all meetings of the Association and the Executive Committee.

**Specific:**

1. Record the minutes of all general business meetings and Executive Committee meetings of PASHA. See Recording Secretary's binder for a worksheet/template.
2. Type the minutes (see sample format in the Recording Secretary's binder), and sign the final copy. Photocopy minutes for distribution and approval at the next scheduled meeting. Approximately 40 copies are needed for each general business meeting and 15 for each Executive Committee meeting.
3. If the minutes are corrected/amended prior to approval at a meeting, make the corrections/amendments and note that they were corrected/amended and place a corrected, signed copy in the Recording Secretary's binder.
4. Retain one copy of each meeting's minutes in the Recording Secretary's binder. Keep any extra copies of minutes for each meeting so that Executive Committee members can update their binders.
5. Submit any receipts for copying to the Treasurer at either a general business meeting or an Executive Committee meeting. Receipts should be no more than 30 days old, therefore, make any copies needed just prior to the meeting at which they will be distributed. A receipt form is available if you have made copies at your home office. A Request for Reimbursement form must be completed for all requests for reimbursement.
6. Notify the President and contact another member to take the notes if unable to attend any of the Executive Committee or general business meetings, It is the Recording Secretary's responsibility to make sure that the minutes are typed and available for the next meeting.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# PASHA Officer Job Description

**Title:** Corresponding Secretary

**Leadership Responsibilities:** None

**Committee Responsibilities:** The Corresponding Secretary is a voting member of the Executive Committee. The Corresponding Secretary will work closely with the chairperson of the Program Committee to insure timely mailing of meeting notices and other information.

**Duties:**

**General:** The Corresponding Secretary shall be responsible for all correspondence of the Association either originating in the Executive Committees or in the general business meeting.

**Specific:**

1. Prepare mailings to notify members of meetings, news, etc.:
  - a. Contact Vice President/Program Committee chairperson and decide on a deadline for Executive Committee members to submit items for the mailing (usually 3 weeks before the meeting).
  - b. Notify the Executive Committee members via e-mail of the deadline for submission of items for each mailing.
  - d. Get mailing labels from the Membership and Professional Standards Committee chairperson. For the first two mailings of the year, every name on the PASHA mailing list is sent a printed mailing. After that, only those who have paid their membership dues for the year will continue to receive mailings. Many members have chosen to receive e-mail notification only with has significantly decrease the size of the mailings for the rest of the year.
  - e. Once all materials are received from the Executive Committee, copy, assemble/collate materials and stuff envelopes. The number of labels printed will determine the number of copies needed for each mailing.
  - f. Purchase stamps and send mailings via the postal service. **ALWAYS BUY "FOREVER" STAMPS.**
  - g. Submit receipts for copying and postage at the next general business or Executive Committee meeting for reimbursement.
2. Arrange with the Treasurer to check the post office box periodically if needed.
3. If notified of a death or illness of a PASHA member, purchase and send a card on behalf of PASHA.
4. Periodically check the supply of envelopes. When more envelopes are needed, comparison shop in order to determine the best value available. Submit a cost proposal and request authorization from the Executive Committee prior to ordering/purchasing envelopes. Submit the receipt for reimbursement.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

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**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# PASHA Officer Job Description

**Title:** Treasurer

**Leadership Responsibilities:** None

**Committee Responsibilities:** The Treasurer is a voting member of the Executive Committee. The Treasurer shall serve as a member of the Membership and Professional Standards Committee and as an Ex-Officio member of the Audit/Budget Committee.

## **Duties:**

**General:** The Treasurer shall be responsible for the collection of dues, safekeeping of the Association funds, and shall supply, on appropriate dates, all information required by the Registering Agent.

### **Specific:**

#### Monthly Duties

1. Check the post office box (#10511) at the post office on North University. Give any returned mail to the Membership & Professional Standards Committee chairperson.
2. Review bank statements and balance the check book
3. Update bookkeeping in the PASHA Accounts Ledger (savings interest, CDs,)
4. Deposit checks received from membership dues, website fees, donations, etc. and record in the PASHA Accounts Ledger.
5. Monitor committee budgets and notify committee chairs when they have spent 75% of their annual budgets.

#### Duties for each PASHA executive committee and general business meeting:

1. Report during the meeting on checking, savings, and CD balances
2. Reimburse members for expenses incurred once they have been presented and approved during the meeting. Have each person fill out a Request for Reimbursement form. As a general rule, receipts should be no older than 30 days.
3. Enter expenses incurred in the appropriate section of the PASHA Accounts Ledger.
4. Enter check expenses in the PASHA Accounts Ledger
5. Notify committee chairs when they have spent 75% of their annual budget.
6. Pay presenters their honoraria if applicable.  
One speaker: \$75; two speakers: \$50 each; three or more speakers: \$25 each.  
Always write checks to speakers. If they decline the honoraria, tape the returned check to the back of the request for reimbursement form and enter the check as a donation (Section 404, Donations Revenue in the PASHA Accounts Ledger).
7. Pay bills as needed and record in the PASHA Accounts Ledger.
8. If reimbursement needs to be paid to the Treasurer, have the President write out the check.

#### Annual Duties:

1. Order checks if necessary
2. Pay fees for post office box rental (October).
3. Pay CEU fees to ISHA and/or IDPR (October of odd numbered years) as needed.
4. Pay the state incorporation fee in February.



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5. Pay ISHA representatives' stipend at the end of the year (May/June).
6. Prepare a draft of the annual report detailing budgeted and actual amounts for the year and e-mail to committee chairs so that they can include their budget information in their annual reports. (May)
  
6. Assist with the preparation of the next year's budget (May/June)
- 7.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# PASHA Officer Job Description

**Title:** ISHA Representative (2)

**Leadership Responsibilities:** The ISHA Representative shall represent PASHA in the ISHA Representative Council

**Committee Responsibilities:** The ISHA Representative is a voting member of the Executive Committee. The ISHA Representative shall serve as a member of the Legislative-Response Committee

**Duties:** Must be an ISHA member for both years serving as ISHA Representative. Attend the three ISHA Representative Council meetings each year (September and June in Bloomington/Normal, February at the ISHA convention in Chicago), and report on issues discussed at the next PASHA general business or Executive Committee meetings. **If an ISHA Representative is unable to attend a Representative Council meeting she/he must notify the PASHA President and find a qualified substitute (PASHA member and ISHA member).**

**Stipend:** ISHA Representatives will be paid a \$25 stipend for attendance at each of the three Representative Council meetings.

**Term:** The Representatives to the ISHA Representative Council shall be elected for terms of two years beginning July 1 and running until June 30 of the second year. The terms of office of the Representatives shall begin in alternate years.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# **PASHA Officer Job Description**

**Title:** Past President

**Leadership Responsibilities:** The Past President shall serve as the Chairperson of the Nominating Committee.

**Committee Responsibilities:** The Past-President is a voting member of the Executive Committee. The Past-President shall serve as member of the Legislative-Response Committee.

**Duties:** See duties outlined for the Nominating Committee Chairperson.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.

# **PASHA Officer Job Description**

**Title:** Registering Agent

**Leadership Responsibilities:** none

**Committee Responsibilities:** The Registering Agent shall be an ex-officio, non-voting member of the Executive Committee.

**Duties:** The Registering Agent shall:

1. hold the letters of incorporation,
2. complete annual reports to the Secretary of State,
3. and complete necessary Internal Revenue forms.

**Term:** Officers shall serve for a period of one year beginning July 1 and running until June 30 of the following year.

**Removal from Office:** Any officer may be removed from office by a three-fourths vote of the Executive Committee followed by three-fourths votes of the members voting in a mailed ballot within 21 days of the mailing of the ballot, provided the action was initiated by the signed petition of at least ten active members.