

## Standard Operating Procedures General Guidelines

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### PRESIDENT

Preside over the Association meetings, set the meetings' agendas, and submit the same to the secretary for copies and distribution, coordinate the activities of the committees, and keep the membership informed of the activities of these committees. Provide strong leadership and direction and demonstrate top-down commitment. Maintain the roadmap, direction, and charge of the organization. Establish and monitor accountabilities (measures of individual and organizational success).  
Affirm and make key strategic decisions.  
Maintain a "doable pace" that accommodates the resource demands made by the existing operation and the organizational transformation.

### PRESIDENT-ELECT

Participate on all board meetings. Presides in the absence of, or at the request of, the President, agrees to assume the office of President early should the office of President become vacant, assumes the duties and responsibilities of President in the following year, and performs other duties as required. Term of office is two years, followed by two years as President, and two years as Immediate Past President.

### TREASURER

Participate on all board meetings. Has responsibility for all financial management of the organization, including payments, collecting all membership dues and conference or special events fees, establishing the organizations bank account(s), depositing all funds in a timely manner, maintaining an up-to-date and accurate record of all financial transactions, arranging for the preparation and filing of all necessary tax returns, preparing an annual budget, providing periodic status reports to the Board and membership, and performing other duties as required. Term of office is two years.

Adopted disbursement policy July 2012:

- 1) Reimbursements of less than \$50 for incidental items such as supplies can be made.
- 2) When a project or activity is approved by the Board, a budget is established and approved by the Board when the amount of the disbursement is equal to or less than the budgeted amount.
- 3) Items not included in the above, would be submitted to the Board for approval before any reimbursement is made.

### SECRETARY

Participate on all board meetings. Maintains an accurate record of all meetings and

actions taken by the Board, prepares various correspondence, and performs other duties as required. Completes and files the annual General Not-for-Profit report (form NFPCF) with the Illinois Secretary of State. Term of office is two years.

#### VP ACTIVITIES/PROGRAMS

Participate on all board meetings. Prepare and present progress status updates on all activities/events/programs for all board meetings. If possible, this should be written as an agenda attachment (one week prior to the meeting).

Plan and Coordinate activities sponsored by the association. Minimal activities are the annual meeting and at least one outing each year.

Insure resources are available and appropriate for the occasion. This includes:

- finances
- speaker/guest
- location
- accommodations
- protocol
- necessary equipment
- preparation and dissemination of brochures/announcements

It is most important to be proactive in this role. Association members and families should have sufficient advance notification to plan for their attendance.

#### VP MEMBERSHIP

Participate on all board meetings. Jointly with the Secretary, maintain accurate membership records. Send out dues notices and monitor payment receipt. Develop outreach programs/incentives to encourage potential membership into the Association.

#### PAST PRESIDENT

Is the senior advisor/mentor to the board.