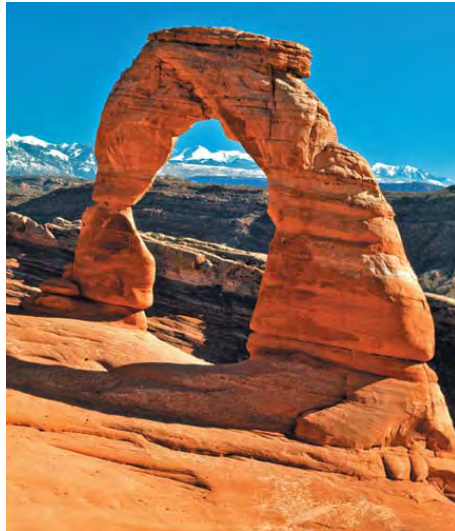


Utah Aging Alliance

Executive Board Member Position Descriptions



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President

Term: One year.

Responsibilities:

1. Oversee administration of UAA business.
 - a. Schedule at least quarterly and chair monthly board meetings.
 - b. Request meeting minutes and financial reports prior to board meetings.
 - c. Prepare and email agenda to board members one (1) week prior to meetings.
 - d. Call special meetings as needed and with board approval.
 - e. Organize and chair special UAA meetings as needed.
 - f. Appoint committee chairs, within 30 days of annual meeting.
2. Keep a notebook to give to the incoming president.
3. Provide orientation to new board members regarding their responsibilities (may be done during annual meeting).
4. Serve as an advisor to the president-elect and all committees.
5. Serve as member of the annual meeting planning committee.
6. Monitor board meeting attendance.
 - a. Contact unexcused member after second missed board meeting.
 - b. Contact any board member with more than 3 unexcused absences.
 - c. Discuss at third missed board meeting for action of unexcused absences.
 - d. Present to board any request for replacement of a board member.
7. Purchase to present “thank you” gifts to outgoing board members at annual meeting.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
5. Promote UAA membership among colleagues in the aging field.
6. Submit dates for the UAA master event calendar.
7. Submit required “expense reimbursement form” to treasurer. Accessed on web site.
8. Review in September the responsibilities and timelines of board/chair positions annually and update if necessary.
9. Transfer upon completion of term, UAA files to respective incoming board members. This is should be done during or immediately after annual meeting to assure smooth transfer of responsibilities. To include:
 - a. brief synopsis of activities;
 - b. important lessons learned; and
 - c. information vital to carry out the office.

President-Elect

Term: One year

Responsibilities:

1. Perform duties of president in absence or disability of UAA President.
2. Organize and chair the annual meeting planning committee (monthly meetings within 30 days after annual meeting).
3. Work with president and with board approval to identify site for next annual meeting.
4. Submit facility contract for next Annual meeting to the board for approval.
5. Identify potential committee chairs prior to assuming office (4-8 to eight weeks prior to Annual meeting).
6. Purchase to present “thank you” gift for outgoing President at annual meeting.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
5. Promote UAA membership among colleagues in the aging field.
6. Submit dates for the UAA master event calendar.
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 - a. brief synopsis of activities;
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 - c. information vital to carry out the office.

Past President

Term: One year

Responsibilities:

1. Serve as advisor to president and president-elect.
2. Chair Pioneer Award committee.
3. Chair nominations committee.
 - a. Call for nominations mailed or posted via web site (two months prior to annual meeting).
 - b. Include call for nomination in annual meeting brochures.
 - c. Have board vote for Pioneer Award winner (one month prior to annual meeting).
 - d. Invite Pioneer Award winner to UAA annual meeting.
 - e. Identify at the beginning of your term and throughout the year potential candidates for next election.
5. Serve as web site committee chair.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
5. Promote UAA membership among colleagues in the aging field.
6. Submit dates for the UAA master event calendar.
7. Submit required "expense reimbursement form" to treasurer. Accessed on web site.
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Secretary

Term: Two years. No more than 2 successive terms. As per historical precedent, elected in opposite year of treasurer.

Responsibilities:

1. Record, distribute and maintain records of all executive board minutes, and all meetings of UAA.
 - a. Emails minutes of each board meeting (after approval/revisions) to Webmaster for posting on UAA web site 1-2 weeks after each meeting.
 - b. Emails minutes of previous board meeting to board members 1-2 weeks after each meeting.
 - c. Emails Webmaster schedule of upcoming meetings/events.
2. Compile new board member and committee contact information. Update as changes occur.
 - a. Emails the above to the executive board, committee members and affiliates.
3. Member of nomination committee.
 - a. Mail formal invitation to candidates to attend the annual meeting.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
5. Promote UAA membership among colleagues in the aging field.
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Treasurer

Term: Two years. No more than 2 successive terms. As per historical precedent, elected in opposite year of secretary.

Responsibilities:

1. Receive, disburse and account for all funds under the direction of the executive board.
2. Maintain financial records using QuickBooks or comparable accounting software.
3. Provide a written report on the financial condition of UAA at board meetings and annual meeting.
4. Maintain all UAA bank accounts.
5. Reconcile monthly bank statements.
6. Sign all checks for UAA except for amounts over \$1000. These require the president's approval.
7. Responsible for P.O. mailbox including picking up mail and key inventory.
8. Renew annually the business registration, including updating the list of officers and directors on the records of the Division of Corporations.
9. Assist in developing budgets for all UAA meetings.
10. Prepare and submit tax documentation as necessary for the annual tax returns and auditor.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
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Regional Board Member

One from each of the following areas:

- Northern
- Southern
- Eastern
- Wasatch Front-Salt Lake County
- Wasatch Front-Orem, Provo, Davis and Ogden Counties

Term: Two years. No more than 2 successive terms. As per historical precedent, two elected one year and the opposite year three elected.

Responsibilities:

1. Annually, sponsor one regional meeting, e.g., luncheon or mini-conference.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
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Member-At-Large

Two from any area of the state.

Term: Two years. No more than 2 successive terms. As per historical precedent, one elected every other year.

Responsibilities:

1. Assist regional board members with their annual regional meetings, e.g., luncheon or mini-conference.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
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Student Member

Term: One Year

Responsibilities:

1. Promotes UAA activities to students and encourage UAA membership.
2. Contact colleges and universities during or immediately following annual meeting.
3. Assist nominations committee to nominate student representative.
4. Serves on annual meeting planning committee.
 - a. Assist with recruitment of student volunteers for the UAA meetings.
5. Organize the student recruitment and employment opportunity breakout session.
6. Responsible for student webpage section on the UAA web site.

Also includes responsibilities for all board members, which are:

1. Assumes office at the end-of-the annual meeting. Voting board member.
2. Review position responsibilities and bylaws prior to election, and when assuming office.
3. Familiarity with UAA web site.
4. Attend > 75% of board meetings (live or teleconference).
5. Promote UAA membership among colleagues in the aging field.
6. Submit dates for the UAA master event calendar.
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To include:

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