

**SOUTHEASTERN EMPLOYMENT
&
TRAINING ASSOCIATION**

**HANDBOOK FOR
EXECUTIVE BOARD MEMBERS**



POLICIES AND PROCEDURES

SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION MANUAL

TABLE OF CONTENTS

	Page
INTRODUCTION	5
1.00 Organizational Structure	6
1.01 Officers of the Executive Board	6
1.02 Executive Board Members	6
1.03 Association Documents	7
2.00 Duties of Executive Board	8
2.01 Legal	8
2.02 Liability Insurance	8
2.03 Disposition of Records	8
2.04 Policy Making	8
2.05 Elections/Appointments	9
2.06 Financial Issues	9
2.07 Income	9
2.08 Contracts	9
2.09 Additional Executive Board Duties	9
2.10 Expectations of the Executive Board	10
2.11 Code of Ethics	11
2.12 Association’s Oath of Office for New Board Officers	11
3.00 Guidelines for Selecting State Representatives	13
3.01 Expectations of State Representatives	13
3.02 Expectations of Private Sector Representatives	14
4.00 Business Meetings	15
4.01 Parliamentary Procedure	15
4.02 Meeting Agenda Format	15
5.00 Association Finances	16
5.01 Budget	16
5.02 Authorization for Payments	16
5.03 Financial Reports	17
5.04 Procurement	17
5.05 Audits	17
6.00 Membership Information	18
6.01 Definitions	18
6.02 Membership Application, Card, Year	18
6.03 Dues	18
6.04 Voting	18

TABLE OF CONTENTS (CONTINUED)

	Page
7.00 Membership Services	19
7.01 Networking	19
7.02 Conferences	19
7.03 Newsletter	19
7.04 Special Seminars/Forums	19
7.05 Website	19
7.06 Membership Directory	19
7.07 State Chapters	20
7.08 Membership Recruitment	20
7.09 Membership Booth	20
7.10 President’s Award	20
7.11 Competitions	20
8.00 Conference Planning	21
8.01 Responsibilities	21
8.02 Time Schedule	22
8.03 Registration	23
9.00 Committees	24
9.01 Executive Committee	25
9.02 Membership Services Committee	26
9.03 Bylaws/Elections Committee	27
9.04 Program Planning Committee	29
9.05 Policy Committee	30
10.00 Association Travel	31
10.01 Travel Policy	31
10.02 Reimbursement Procedures	31
10.03 Speaker Expenses	31
11.00 Position Descriptions – Officers	32
11.01 President	32
11.02 First Vice President	34
11.03 Second Vice President	35
11.04 Immediate Past President	37
11.05 Treasurer	38
12.00 Position Descriptions – Other Board Members	39
12.01 State Representative	39
12.02 USDOL Representative	41
12.03 Private Sector Representative	42
13.00 Professional Staff Support Description	43

APPENDIX

SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION POLICIES & PROCEDURES HANDBOOK

APPENDIX

- APPENDIX 1:** *History*
Conference Sites
Past Presidents
- APPENDIX 2:** *Articles of Incorporation*
- APPENDIX 3:** *Bylaws*
- APPENDIX 4:** *Parliamentary Procedures*
- APPENDIX 5:** *Authorization for Payment*
- APPENDIX 6:** *Membership Applications*
- *Individual*
 - *Workforce Development Board*
- APPENDIX 7:** *Schedule of Conferences*
- APPENDIX 8:** *State Chapter Guidelines*
- APPENDIX 9:** *State Chapter Chartering Agreement*
- APPENDIX 10:** *State Membership Recruitment Policy*
- APPENDIX 11:** *Resolution Establishing President's Award*
- APPENDIX 12:** *Conference Planning Guidelines*
- APPENDIX 13:** *Travel Policy*
- APPENDIX 14:** *Reimbursement Form*
- APPENDIX 15:** *Speaker Workshop Planning Form and Instructions*
- APPENDIX 16:** *Private Sector Rotation Cycle*

**SOUTHEASTERN EMPLOYMENT
& TRAINING ASSOCIATION**
*A Handbook of Policies and Procedures for
Executive Board Members*

Introduction

ASSOCIATION NAME

The organization shall be known as the “*Southeastern Employment and Training Association (SETA).*”

PURPOSE

The Southeastern Employment and Training Association is a regional organization of professionals and policymakers representing all areas of the job training partnership and workforce development system, whose purpose is to provide an information exchange process that will assist the membership in more effectively improving individual knowledge and skill in utilizing job training resources.

SLOGAN

The Association’s slogan is: “*Partners for Excellence in Workforce Development.*” The slogan shall be displayed in printed materials, flyers, brochures, newsletters, etc. in order to promote the philosophy of the Association.

MISSION

The Southeastern Employment and Training Association provides professional growth opportunities for all workforce development partners.

MEMBERSHIP STATES

The current states from which the primary membership is based are: *Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.*

A HISTORICAL PERSPECTIVE...

A history of the Association, a list of previous Association conference sites, dates, names, and a list of past presidents are included in *Appendix 1.*

1.00 ORGANIZATIONAL STRUCTURE

1.01 OFFICERS OF THE EXECUTIVE BOARD

President	Automatically ascends from First Vice President
First Vice President	Automatically ascends from Second Vice President
Second Vice President	Elected annually by the general membership at the Spring Conference
Immediate Past President	President automatically moves into this position upon completion of his/her term of President.
Treasurer	Appointed by the current President with vote for concurrence by Executive Board members for a two-year term. Thus, every other President makes an appointment in consultation with the First Vice-President.

1.02 EXECUTIVE BOARD MEMBERS

State Representatives	Elected/appointed by Association members in each respective state for a two-year term of office
(8 Board seats)	
Private Sector Representatives.	Elected/appointed by Association members in each respective state for a two-year term of office
(4 Board seats)	
USDOL Representative	Appointed by the Regional Administrator to represent the USDOL Region 3
(1 Board seat)	
Private Sector Representative	Appointed annually by the President
General Membership Representative ...	Appointed annually by the President

The Executive Board consists of: the President, the First Vice President, the Second Vice President, the Immediate Past President, the Treasurer, the eight (8) State Representatives, the four (4) Private Sector Representatives, the USDOL Representative, the General Membership Representative (appointed by the President), and the Private Sector Representative, (appointed by the President). Private Sector Representatives (except the Presidential Appointment that serves for one year) rotate every two (2) years using the following rotation cycle.

<p>2005 – 2006 – South Carolina, Florida, Georgia, and North Carolina</p> <p>2006 – 2007 – Georgia, North Carolina, Kentucky, and Mississippi</p> <p>2007 – 2008 – Kentucky, Mississippi, Alabama, and Tennessee</p> <p>2008 – 2009 – Alabama, Tennessee, South Carolina, and Florida</p> <p>2009 – 2010 – South Carolina, Florida, Georgia, and North Carolina</p> <p>2010 – 2011 – Georgia, North Carolina, Kentucky, and Mississippi</p> <p>2011 – 2012 – Kentucky, Mississippi, Alabama, and Tennessee</p> <p>2012 – 2013 – Alabama, Tennessee, South Carolina, and Florida</p> <p>2013 – 2014 – South Carolina, Florida, Georgia, and North Carolina</p> <p>2014 – 2015 – Georgia, North Carolina, Kentucky, and Mississippi</p> <p>2015 – 2016 – Kentucky, Mississippi, Alabama, and Tennessee</p> <p>2016 – 2017 – Alabama, Tennessee, South Carolina, and Florida</p> <p>2017 – 2018 – South Carolina, Florida, Georgia, and North Carolina</p> <p>2018 – 2019 – Georgia, North Carolina, Kentucky, and Mississippi</p> <p>2019 – 2020 – Kentucky, Mississippi, Alabama, and Tennessee</p> <p>2021 – 2022 - Alabama, Tennessee, South Carolina, and Florida</p> <p>2022 – 2023 - South Carolina, Florida, Georgia, and North Carolina</p> <p>2023 – 2024 - Georgia, North Carolina, Kentucky, and Mississippi</p>

1.03 ASSOCIATION DOCUMENTS

The Association is governed by its *Articles of Incorporation* (Appendix 2), its *Bylaws* (Appendix 3), and its *Policies and Procedures Handbook*.

2.00 EXECUTIVE BOARD PRINCIPLE DUTIES & RESPONSIBILITIES

The principle duties of the Executive Board are those assumed by any other corporate entity. However, *four* principle duties are outlined below:

2.01 LEGAL

Legal Basis: The election of officers by the general membership of the Association is the method of representative governance whereby the Association membership transfers its corporate authority to a group of representatives empowered to act as an entity, but not as individuals. Thereby, the Executive Officers are legally empowered to represent the Association members in all matters. The President shall serve as the agent of the Association to the state who holds the incorporated papers for the Association. Alabama is currently the state in which the Association corporation status exists through the Secretary of State's Office. The President also represents the Association in concerns with the Internal Revenue Service and other Boards and entities.

In effect, the executive officers have the legal liability for every program, procedure, and decision affected by the Association. The Association is chartered in Alabama, and all corporations chartered in the state of Alabama must have an annual meeting of the general membership and make an annual report to the general membership. (*Reference: Appendix 2, Articles of Incorporation.*)

2.02 LIABILITY

Liability Insurance: The Association has liability insurance coverage and it is available for review by the Executive Board members. The insurance covers liability for directors, officers and trustees of the Association. Premiums are paid yearly. The policy limit of liabilities will be reviewed every three (3) years by the Board to determine if adequate coverage exists. If necessary, states hosting conferences shall carry event liability insurance for each conference and activity planned.

2.03 RECORD RETENTION

Disposition and Retention of Association Records: The President, with the Executive Committee concurrence, shall determine annually, which Association records may be disposed of which do not have retention requirements as stated below. However, no Association records shall be disposed of until such time that a complete audit of the records has been conducted and the audit has been approved and accepted by the Executive Board. All financial records and audits shall be maintained until they have been audited yearly. The President shall make a determination as to which records may be destroyed.

2.04 POLICY

Policy-making: Policies provide the overall framework for the functioning of the Association. The policies may be philosophical in nature thereby interpreting the very nature of the organization or they may be directive and set the ground rules and guidelines for the operations of the organization.

2.05 ELECTIONS/APPOINTMENTS

The President shall have appointment authority to the standing committees of the Board. Ad hoc committees may be appointed for a specific function for a limited time and may be requested by any member of the Executive Board. Appointments of ad hoc committees and their memberships are made by the President.

2.06 FINANCIAL ISSUES

The Executive Officers of the Board shall have the primary responsibility to monitor financial conditions of the Association and to make decisions on financial issues that that would come to the Board from Board members or the general membership. Adopting an annual budget and budget amendments, and managing the investments of the Association shall be among the major responsibilities. In addition, a quarterly review of expenditures and revenue shall be conducted in order to safeguard the Association funds. Program budgets for the annual meeting and fall meeting shall be approved by the Executive Board. The Treasurer will be responsible for reviewing the monthly expenditures for the Association and for reviewing the monthly bank statements.

2.07 INCOME

Income realized by the Association through fees, dues, assessments will be used exclusively for conducting and supporting Association business as specified in the annual operating budget.

2.08 CONTRACTS

All contracts for personal and administrative services shall be approved by the Executive Board and signed by the President. This shall include any paid staff support that would be hired by the Association as well as any independent contractor for service. The Executive Committee has the authority to spend up to fifteen hundred dollars (\$1,500) of the Association funds to further the purpose and mission of the Association, however, a full disclosure report shall be provided to the Board at its next regularly scheduled meeting.

2.09 ADDITIONAL EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

The Executive Board establishes policy for the Association and assists in its implementation. The Executive Board establishes the criteria for membership, period of membership, annual

dues, and possesses the legislative authority to act on behalf of the Association. Other responsibilities include the following:

1. Guiding and directing the Association's policy and program development and supervising program operation.
2. Directing the Association's operation toward attaining its stated objectives.
3. Assisting the Association's various committees in fulfilling their respective objectives.
4. Reviewing the reports of the various committees, officers, and Association members and taking appropriate action.
5. Determining the Association organizational structure and outlining the duties and responsibilities.
6. Administering the functions of the Association according to the bylaws.
7. Expending Association funds to the extent the Board deems that such expenditures are in the Association's best interest.
8. Setting the membership dues for the Association for approval by the general membership.
9. Setting the conference registration fees based on estimated expenses and revenues.
10. Reporting the Association's accomplishments to the general membership annually at the Spring Conference.
11. Conducting a quarterly written performance evaluation annual review of the staff support position. The Immediate Past President shall prepare a written evaluation and review the evaluation with the Board prior to conducting the review. The Executive Board may add additional comments.
12. Approving and/or modifying the conference program agenda as presented by the Program Planning Committee.

2.10 EXPECTATIONS OF THE EXECUTIVE BOARD MEMBERS

1. Members of the Executive Board shall notify the President prior to the meeting if they are unable to attend a Board meeting.
2. Members shall be prepared and submit written committee reports which will be incorporated as part of the Executive Board's minutes.
3. Members should understand and support the Association's mission, bylaws, and policies.

4. Members should be diligent in the performance of all duties and responsibilities and adhere to all policies and procedures that apply to the Association.
5. Members should respect the concept of confidentiality of the Executive Board meetings.
6. Members should abstain from the appearance of conflict of interest.
7. Members should actively take part in the Board's decision-making process, and support decisions once they are made.
8. Members should educate themselves on the organization, its history, goals, membership needs and current issues and problems.
9. Members should keep abreast of national, state and local trends that affect the Association and its constituency.
10. Members should be enthusiastic and knowledgeable voices for the Association.
11. Members should act as advocates for the workforce development system.
12. Members should submit noteworthy articles for the Association's newsletter.

2.11 CODE OF ETHICS

As a member of the Southeastern Employment and Training Association's Executive Board, I will strive to . . .

UPHOLD the standards of my profession;

SEARCH continually for new truths, methods, and techniques;

KEEP myself fully informed of developments in the fields of workforce development and employment, training and related programs;

COOPERATE with all others in workforce development for the use of common knowledge;

ACCEPT membership in this association as a personal responsibility;

DEDICATE myself actively to discharge these obligations; and

DECLARE myself to that end.

2.12 ASSOCIATION'S OATH OF OFFICE FOR NEW BOARD OFFICERS

The oath of office is normally administered by the immediate past president. The person administering the oath is encouraged to make opening remarks charging the new officers with their duties and responsibilities. The oath of office should be given at the general business meeting at the close of the Spring Conference.

I, _____, **HEREBY PROMISE** that I will faithfully perform, to the best of my ability, the duties of the office to which I have been elected.

I WILL CARRY OUT the objectives of the Southeastern Employment and Training Association, observe the Code of Ethics, and promote the professional status of personnel in my profession.

I WILL PROMOTE the standards of my profession and keep myself fully informed of developments in the fields of employment, training and related programs.

3.00 GUIDELINES FOR STATES TO USE IN SELECTING STATE REPRESENTATIVES AND PRIVATE SECTOR REPRESENTATIVES

The states should use the following guidelines to select State Representatives and/or Private Sector Representatives.

The states should develop a process whereby all state Association members have input as to who their representative is and how he/she is elected to serve. Representatives should be individuals that can inform the LWIAs/WDBs/WIBs and others about the Association and solicit input from Association members within the state.

States should develop written procedures for the process used by their state to select the representative. This written procedure should be submitted to the President of the Association. The Association's By-Laws and Elections Chair shall keep these procedures on file and review the state's procedures when a new representative needs to be elected.

Listed below are the Executive Board's expectations for the State Representative and the Private Sector Representative. Prior to the election of Representatives, the states should use this information in determining if their candidates will be able to fulfill the duties of the position.

3.01 Expectations of State Representatives

1. Must be able to attend four to five (4-5) Executive Board meetings per year. Meetings involve weekend travel. Two meetings are held in conjunction with the spring and fall conferences.
2. Must be in a position to be able to communicate with workforce development colleagues within their respective states.
3. Must be able to attend two (2) Association conferences. Costs associated with attending the conferences should be borne entirely by the State Representative's agency. Must be able to support some costs associated with travel to attend the various Board meetings. Travel costs to attend non-conference meetings can be paid by the Association, however it is requested that each Executive Board member pay for costs for which their agency/employer will allow. Each State directly benefits from having a State Representative participate on the Executive Board. In the event there is a need for a State Representative to request assistance in attending a meeting, it must be submitted to the President.
4. Must be able to provide assistance to the conference host site when the conference is in their state.
5. Must be active members of the Association.

3.02 Expectations of Private Sector Representatives

1. Must be able to attend four to five (4-5) Executive Board meetings per year. Meetings involve weekend travel. Two meetings are held in conjunction with the Spring and Fall conferences.
2. Must be in a position to be able to communicate with workforce development colleagues and private sector Board members within their respective States.
3. Must be able to attend two (2) Association conferences. Costs associated with attending the conferences should be borne entirely by the Private Sector Representative's agency. Must be able to support some costs associated with travel to attend the various Board meetings. The Private Sector Representative's agency should be able to support some costs associated with travel to attend the various non-conference meetings. Each state directly benefits from having a Private Sector Representative participate on the Executive Board. In the event there is a need for a Private Sector Representative to request assistance in attending a meeting, it must be submitted to the President.
4. Must be active members of the Association.
5. Must be a private sector representative of a local or state Workforce Development or Investment Board.

Private Sector Representatives rotate every two (2) years (*Appendix 16 for the Private Sector Rotation Cycle*).

4.00 BUSINESS MEETINGS

Regular meetings shall be held by the Executive Board to conduct the business of the Association that will come before it, either from its own initiative or by recommendations from the general membership. The work may be processed through committees organized to conduct the work of the Executive Board.

For each meeting of the Executive Board, the presiding officer will:

- Prepare a detailed agenda for each meeting outlining exactly what is to take place and in what order.
- Start AND stop on time, give enough breaks to maintain productivity.
- Ensure the reading of minutes. Often, the minutes contain important reminders that otherwise may be overlooked.
- Introduce all guests.
- Keep committee reports that are concise but of sufficient length to enable the Board to conduct Association business.

4.01 PARLIAMENTARY PROCEDURE

A working guide to parliamentary procedure is located in *Appendix 4*. Although the guide is not a complete study of parliamentary order, it provides a brief outline sufficient to meet most of the Board's needs. The Board is governed by Roberts Rules of Order, thus the guide has been adopted from Roberts Rules of Order.

4.02 MEETING AGENDA FORMAT

The President sets the agenda format based on the Association's bylaws. At a minimum, the following items must be included:

- | | |
|--------------------------------------|---------------------------------|
| • Call to order | • Financial reports |
| • Call roll | • DOL Representative's Report |
| • Read/correct/approve minutes | • State Representatives' Report |
| • Read communications/correspondence | • New Business |
| • Introduce guests | • Adjournment |
| • Committee reports | |

5.00 ASSOCIATION FINANCES

5.01 BUDGET

The Board shall maintain an operating budget and balance sheet. The incoming President recommends an operating budget to the Executive Board at the spring planning meeting for approval. The budget will include projected revenues and projected expenses from membership conferences and interest-bearing accounts. The budget contains eight (8) functional categories as listed below:

- Conference Revenue
- Membership Revenue
- Interest Revenue
- Association Expenses
- Executive Board Expenses
- Membership Services Expenses
- Conference Expenses

The balance sheet will show current and long-term assets as well as current and long-term liabilities and any retained earnings.

5.02 AUTHORIZATION FOR PAYMENT

Listed below are the procedures that the Association shall follow for payment of indebtedness.

1. All invoices for payments are sent to the staff support position for payment. The Staff pays the invoices based on Association procedures then submits the Authorization for Payment with the appropriate documentation to the President and Treasurer for review. *(Reference: Appendix 5, Authorization for Payment)*
2. The President shall send the completed, dated and signed authorization to the Association's office.
3. **Authorizations for Payment require the original signature of the President.**
4. Authorizations for Payment should be numbered consecutively beginning with the year, followed by the sequential number of the payment, i.e., 98-01, 98-02, etc.
5. **Authorizations for Payment are kept for a minimum of three (3) years or until such time that an audit has been completed on the financial records.**

5.03 FINANCIAL REPORTS

Monthly financial reports are prepared by the staff and submitted to the President and the Treasurer of the Association. These reports contain monthly expenditures and monthly revenues. The staff reconciles the bank statements against the Association's ledgers. Any discrepancies are reported to the President and Treasurer. Financial reports are submitted by the Treasurer to the Executive Board at each meeting of the Board and to the general membership annually. The Treasurer shall give a report of his/her review to the Executive Board and the President on a quarterly basis.

5.04 PROCUREMENT

The Association shall procure staff support assistance through a competitive-bidding process. The process used shall be a Request for Proposal (RFP) process. For limited and specific purposes the Executive Board may procure some services through a sole-source process meaning that a specific company or individual may be asked to perform certain duties or functions for the Association without using a competitive-bidding process. The Executive Board will make a determination as to whether an RFP or a sole-source process will be used when securing additional outside services. If an RFP process is issued for additional services, the Executive Committee shall establish clear guidelines and time schedules for the RFP process and it shall so be published.

For the purposes of purchasing equipment which exceeds \$500, the Association shall receive a minimum of three (3) quotes for comparison. Quotes should be presented to the Executive Committee by the staff support position, and then to the full Executive Board for final approval. The Executive Committee may approve expenditures of less than \$1,500 without Executive Board approval. However, a full disclosure report shall be provided to the Executive Board at its next regularly scheduled meeting. Expenditures over \$1,500 must be presented to the full Executive Board for approval.

5.05 AUDITS

The Association's staff shall secure an independent audit firm to audit the Association's records. The Association's records are audited annually during the month of July and August by an independent audit firm from financial reports provided by the Treasurer. Copies of the audit report are distributed to the Executive Board for information and approval.

6.00 MEMBERSHIP INFORMATION

6.01 DEFINITIONS

- New member:*** Anyone who was not a member in the previous year.
- Active member:*** Any member who is current in their dues.
- Renewal member:*** Any member who has paid-up status the previous membership year. If former members let their membership lapse for two or more years, consider them as new members when they rejoin.
- Lifetime member:*** Any member who has served as President of the Association, who has received the Presidential Award, or whom the Executive Board has granted lifetime member status upon.

Workforce Investment Board/Workforce Development Board/WIA Partner Agency (WIB/WDB /WIA Partner): Any member who has joined the Association through a group membership. *Reference: Appendix 6* for a copy of the membership application and the Board/Group membership application.

6.02 MEMBERSHIP CARD

When members pay their dues they are issued Association membership cards. The cards are issued and signed by the Second Vice President. The membership year is stated on the card as well as the type of member. Applications along with the appropriate fees shall be sent to the Association's office for processing. Life members are issued laminated lifetime membership cards at the time they receive such status.

The membership year shall be July 1 – June 30 of each year.

6.03 ANNUAL DUES

The membership fee for new, active and renewal members is twenty-five dollars (\$25.00) per membership year. A special membership rate of two hundred and fifty dollars (\$250) has been established for Workforce Development Boards.

6.04 VOTING

Any new, active, renewal or lifetime member has full voting rights and privileges as long as he/she remains in good standing with the Association. Members are eligible to vote on business items presented to the general membership and to cast a vote in person or through an absentee ballot process for individuals running for office of the Association.

Workforce Investment Board/Workforce Development Boards/WIA Partner Agencies (WIB/WDB/WIA Partner) are eligible to cast one collective vote and one ballot as a group membership and are not permitted to vote individually. If a WIB/WDB/WIA Partner member has paid individual dues as well as group dues, he/she shall be treated as an individual member with full voting rights and privileges. Workforce Investment Board/Workforce Development Boards/WIA Partner Agency (WIB/WDB/WIA Partner) member: a member who has joined the Association through a group membership.

7.00 MEMBERSHIP SERVICES

7.01 NETWORKING

The primary function of the Association is to disseminate information to its members concerning workforce development and to provide forums for exchanging information, addressing policy and networking. This is accomplished primarily through the Association sponsoring two conferences per year and the publication of Association newsletters.

7.02 CONFERENCES

One of the largest activities of the Association is the sponsoring of two conferences for its membership. The conferences are typically held in the month of September and the month of March. The annual general membership meeting of the Association is held in conjunction with the Spring conference. The states use an alphabetical rotation cycle for the conferences. (*Reference: Appendix 7: Schedule of Conferences.*) This process allows each state to host a conference. Should a state decide not to host a conference, the Executive Board may choose to skip that state and move to the next state. States may decide to switch sites within a given year, with the approval of the Executive Board.

7.03 NEWSLETTERS

The Association publishes an electronic newsletter for the members. The newsletter is published at a minimum of three (3) times per year with a maximum of six (6) times per year. State Representatives are asked to contribute newsworthy articles of interest from their states. Other Executive Board members and the general membership at-large, are asked to contribute to the newsletter as well.

7.04 SPECIAL SEMINARS/FORUMS

The Association may periodically support a special seminar or forum for the membership. This activity may be held in conjunction with the conferences or may be an independent activity.

7.05 WEBSITE

The Association sponsors a website home page. This site describes the Association, has an on-line membership application form, a list of Association members, a list of Association exhibitors, the conference agendas, the Association newsletters and announcements of the Association's conferences. The Association's website address is. . . .

www.seta.org

7.06 MEMBERSHIP DIRECTORY

The Association prepares a membership directory by state. The members are listed alphabetically by state and the data includes addresses and phone numbers, FAX numbers and e-mail addresses. The directory is available on the website.

7.07 STATE CHAPTERS

The Executive Board has authorized the chartering and establishment of state Southeastern Employment and Training chapters and/or state workforce development associations who wish to formally affiliate with the SETA Association. It is the intent of the Association to support the establishment of state chapters and/or affiliates to enhance the professional growth of the Workforce Development partners who are members of such chapters and/or affiliates, and to sustain and improve Association membership and Association services in member states. The Executive Board recognizes the importance of developing evaluation criteria for the chartering of State Association Chapters and/or affiliates. Guidelines for the chartering of State Association Chapters are in *Appendix 8*. The State Chapter Chartering Agreement between the Association and its affiliates is in *Appendix 9*.

7.08 MEMBERSHIP RECRUITMENT

The Executive Board adopted a policy to support state membership recruitment drives. The policy provides funds for states to use to expand the membership base in each state and must be used to encourage new members to join the Association or to maintain current existing members. Applications must be submitted for the use of the membership recruitment funds. (*Reference: Appendix 10, State Membership Recruitment Policy.*)

7.09 MEMBERSHIP BOOTH

The Association has a membership booth. The booth is used for membership activities and is available for State Representatives or other Executive Board members to use for recruitment campaigns. The membership booth shall be set up and maintained at each SETA Conference.

7.10 PRESIDENT’S AWARD

The President may select an individual to receive the “*President’s Award.*” The recipient of the “*President’s Award*” is entitled to:

- Lifetime membership in SETA;
- An engraved plaque; and
- Two hundred fifty dollars cash.

The award recipient must be involved with job training for a minimum of four (4) years. The award recipient may be from the public sector, private sector, state or local government. (*Reference: Appendix 11, Resolution.*)

7.11 COMPETITIONS

The Second Vice President and/or the State Representative may award a prize or prizes of free conference registrations or free Association memberships. The competitions should be announced to all members and should state the time period in which the competition will take place.

At a recognized state-sponsored function, State Representatives may also sponsor an event, host a raffle, or give-away one (1) free Association conference registration for either the Spring or Fall conference and one (1) free Association membership per association membership year (7/1-6/30).

8.00 CONFERENCE PLANNING

A document entitled *Conference Planning Guidelines* (Reference: Appendix 12) serves as a companion to this handbook. The *Conference Planning Guidelines* identifies the Executive Board's responsibilities and those of the local host in sponsoring Association conferences.

8.01 RESPONSIBILITIES

The Association's First Vice President has the overall responsibility for conference planning along with the Executive Committee and the Program Planning Committee. Listed below are the specific Executive Board assignments in preparation for the conferences:

First Vice President:	Responsible for: <ul style="list-style-type: none">➤ Overall conference planning.
Program Planning Committee:	Responsible for: <ul style="list-style-type: none">➤ Recommending an agenda to the Executive Board.➤ Planning conference workshops.➤ General sessions and keynote speakers.➤ Special events or functions.
Executive Board:	Responsible for: <ul style="list-style-type: none">➤ Themes and assignments for individual workshops.➤ Establishing registration fees.
State Representative:	Responsible for: <ul style="list-style-type: none">➤ Coordinating activities with the local host.➤ Reporting conference activities to the Executive Board.➤ Coordinating the Exhibitors when the conference is in his/her state.➤ Presenting hotel bids to the Executive Committee for site selection.
Staff Support:	Responsible for: <ul style="list-style-type: none">➤ "Thank you" letters to speakers, presenters, and moderators.➤ Payments to speakers and presenters.➤ Working with host site for final conference close-out report.➤ Collection & accounting for registration fees.

8.02 TIME SCHEDULE

A brief synopsis of the time lines set forth for planning a conference is listed below:

<u>ACTION</u>	<u>TIME</u>
<ul style="list-style-type: none"> Local LWIA/WIB/WDB determines interest in hosting a SETA conference and calls the SETA President and State Representative. 	Anytime
<ul style="list-style-type: none"> Community decides to begin the process as a host site by sending a letter and proposal to the SETA President and State Representative. 	Anytime
<ul style="list-style-type: none"> State Representative from host state and WIB/WDB Representative (if applicable) attend the Executive Board meeting to discuss the proposed bid. 	Annually at SETA Spring or Fall Conference
<ul style="list-style-type: none"> SETA Executive Board holds a Board meeting at the hotel of the designated conference site to tour the hotel - talk with the hotel staff, talk with host staff, and discuss possible workshops and social events for the conference. The Executive Board also develops the upcoming conference agenda and assigns various duties to Executive Board members regarding the agenda, workshops and speakers at this meeting. These meetings are held twice a year, generally in May and November. 	Annually at SETA Spring or Fall Conference
<ul style="list-style-type: none"> SETA Executive Board announces host site(s) for upcoming year(s). 	Annually at SETA Conferences
<ul style="list-style-type: none"> Host LWIA/WIB/WDB develops full working committees, area of responsibilities, and contact persons. 	6 -12 months prior to Conference
<ul style="list-style-type: none"> Host LWIA/WIB/WDB makes presentation to SETA Executive Board with final details, including confirmed sponsors, exhibitors, conference entertainment, door prizes and submits registration/promotional mailing to SETA Executive Board for review. 	3 -4 months prior to Conference
<ul style="list-style-type: none"> Host LWIA/WIB/WDB sends mailing of registration/promotional material to SETA members and other workforce development representatives. 	2 ½ months prior to Conference
<ul style="list-style-type: none"> Host follows up with local committees to expedite planning implementation: <ul style="list-style-type: none"> Entertainment Donations and door prizes Mail-outs Solicitation of exhibitors 	1 ½ months prior to Conference

8.03 REGISTRATION

The Program Committee determines the conference registration fee based on the estimated expenses. This fee should be set at a sufficient level as to ensure that the Association does not lose revenue in sponsoring conferences. The Executive Board may establish special registration fees and may waive or negotiate registration as appropriate.

9.00 COMMITTEES

The major thrust of the Association's business is carried out through standing and special ad hoc committees. The success of the Executive Board rests in the utilization of the committee structure and depends largely on the activities of the committee.

An important consideration in establishing committees is to establish committees based on the need or function of that committee, make sure that committee members know what they are supposed to do, and provide adequate time for meetings and discussions.

Committees should not rely solely on meetings to accomplish their agenda or tasks but should use the multitude of multi-media technology available to them such as conference calls, video conferencing, etc.

Committees are required to submit to the Executive Board written reports of the activities of their committee. These reports will be incorporated as part of the minutes of the Executive Board meetings and maintained as part of the Association's permanent records. Each standing committee shall appoint a secretary whose responsibility it is to record the committee minutes and to prepare a report for submittal to the staff support position. These written reports will be incorporated as part of the Executive Board minutes.

There are five (5) standing committees of the Executive Board. Ad hoc committees may be appointed by the President as needed or Executive Board members may request that the President appoint ad hoc committees for specific purposes.

STANDING COMMITTEES

- **EXECUTIVE COMMITTEE**
- **MEMBERSHIP SERVICES COMMITTEE**
- **BY LAWS/ELECTIONS COMMITTEE**
- **PROGRAM PLANNING COMMITTEE**
- **POLICY COMMITTEE**

9.01 EXECUTIVE COMMITTEE

The Executive Committee is primarily responsible for the overall operations of the Association. The Executive Committee is comprised of the officers of the Association which include the President, First Vice President, Second Vice President and the Immediate Past President. The private-sector chair of the Policy Committee selected by the President shall also serve on the Executive Committee. The Treasurer also serves on the Executive Committee. The Association's President chairs the Executive Committee.

Each member of the Executive Committee chairs one of the Association's committees. This relationship establishes a link between each Board member and the Executive Committee. In the case of the Policy Committee, the Association's President selects the chair from among the private sector membership and that member also serves on the Executive Committee. The Executive Committee may periodically ask other Board members to attend meetings to provide expertise on issues being discussed. The Executive Committee serves as the Association's Finance Committee as well.

The Executive Committee is responsible for the following:

1. Ongoing day-to-day activities of the Association.
2. Approving expenditures up to \$1,500 of Association funds to further the purpose and mission of the Association.
3. Preparing a Request for Proposal (RFP) for staff support or other RFPs, as determined by the Executive Board.
4. Coordinating the site selection information for the conferences and presenting the recommendations to the Executive Board for approval.
5. Researching funding options for the Association, including foundation grants and private sector support for conference activities and/or training sessions.

The Executive Committee is responsible for ensuring that the Association funds are safeguarded and for preparing an annual budget for the President to present to the Executive Board and to the general membership.

Additional duties of the Committee as it relates to financial oversight include:

1. Approving the annual Association budget.
2. Reviewing the Association's financial investments quarterly.
3. Determining the bonding coverage for the staff support position.
4. Reviewing the Association's annual audit report.

9.02 MEMBERSHIP SERVICES COMMITTEE

The Membership Services Committee is chaired by the Second Vice President. The Membership Services Committee members include the eight (8) state representatives and may include other Board members appointed by the President. The Membership Services Committee is responsible for the overall services and/or benefits to the membership. This includes, but not limited to:

1. *Newsletter*

Soliciting ideas and articles for the newsletter and is responsible for distributing the Association's newsletter in a timely manner.

2. *Association's Web Page*

Directing the Association's staff support position on what items should be included on the web page. Reviewing periodically the website for improvements and additions or deletions.

3. *Recruitment activities*

Making suggestions to the Executive Board on ways to improve recruitment activities and developing recruitment strategies and plans for the State Representatives.

4. *Association support to states for membership recruitment*

Monitoring the support resources available to the states for membership recruitment.

5. *Membership booth*

Ensuring that the membership booth is set up and open during the conferences, and for coordinating the use of the booth for other state conferences.

6. *Membership database*

Ensuring that membership reports are developed for each state, and that each state reviews and updates the data within the reports.

7. *Peer-to-Peer Network*

Engaging in exchanges of information and data to establish a peer-to-peer network system. Working in consultation with the USDOL and USHHS offices to further publicize the peer-to-peer networks established within the region.

9.03 BYLAWS/ELECTIONS/COMMITTEE

The Bylaws/Elections Committee is responsible for ensuring that the bylaws are enforced and for preparing any amendments or new resolutions. The committee is chaired by the Immediate Past President. The committee members include: The President and two Private Sector Representatives appointed by the President. The committee has two (2) primary responsibilities: Resolutions and Bylaws and Nominations and Elections.

RESOLUTIONS AND BYLAWS

This sub-committee is responsible for:

1. Preparing changes to the bylaws.
2. Presenting changes to Executive Board and the general membership.
3. Maintaining and updating bylaws as necessary.
4. Presenting resolutions to the general membership.
5. Overseeing the state chapter process.

Bylaw changes and resolutions should be presented to the general membership for approval at the annual (Spring) meeting of the Association. Association members should be provided information on bylaw changes, resolution changes and/or the introduction of new resolutions prior to the annual meeting. Notification of bylaw changes may be made to the membership through the use of the Association's newsletter, website, or by direct mail to the membership.

NOMINATIONS AND ELECTIONS

This committee is responsible for the following processes in preparing for nominations and elections:

1. Obtaining and recommending to the membership a list of one or more candidates for the Second Vice President. Nomination(s) for 2nd Vice President shall be solicited from the current board members prior to solicitation of nominations from the general membership.
2. Reporting committee and membership recommendations for officers to the Executive Board and the general membership.
3. Preparing ballots and voting procedures for the elections.

Sixty (60) days prior to elections, the Chairperson shall notify the general membership of the slate of candidates and solicit additional nominations from the membership for the Second Vice President. This notification may occur in an Association newsletter, the website, or in an official letter sent from the Chairperson. Individuals with conflicts of interest shall not run for office.

At least forty-five (45) working days prior to the Spring Conference, the membership may nominate other candidates and submit these names to the Chair of the Bylaws/Election Committee. (*Reference: Appendix 3, **Bylaws.***)

The committee is responsible for developing procedures for on-site voting and absentee ballots, and for informing the general membership of the process developed. Additionally, the Chairperson reports the outcomes of the elections to the general membership at its annual Spring Conference.

For on-site elections, the committee shall work with the local host to obtain voting machines for on-site elections. In the event that a voting booth is not available for on-site elections, the committee is responsible for preparing the voting ballots for use on-site. The committee monitors the process to ensure that only active Association members are allowed to vote.

9.04 PROGRAM PLANNING COMMITTEE

This committee is primarily responsible for the planning of the annual Spring conference and the Fall conference. (*Reference: Appendix 12, Conference Planning Guidelines.*) The Executive Committee shall work closely with the program planning committee.

The committee shall be chaired by the First Vice President with ten (10) additional committee members appointed by the President in consultation with the First Vice President. The committee members include: Eight (8) State representatives, the USDOL representative, and a Private Sector representative. The host conference site may select an individual to serve on this committee as an ex-officio (non-voting) member.

The Program Planning Committee is responsible for the following:

1. Soliciting workshop ideas and suggestions from the Executive Board members and the general membership.
2. Preparing a conference agenda to present to the Executive Board.
3. Assigning workshop responsibilities to Executive Board members.
4. Establishing time schedules for the work to be accomplished.
5. Coordinating the conference agenda to reflect the interests of the Association and regional initiatives and to ensure that diversity exists among the topics and presenters.
6. Designing, developing, implementing and coordinating early-bird and post-conference training activities as requested by other groups or as determined necessary by the committee.

9.05 POLICY COMMITTEE

The Policy Committee shall inform the Executive Board of legislative, regulatory, funding or other issues which impact the mission of the Association. The Committee shall communicate to the appropriate authorities and the Association membership the position the Association takes on these issues. The Committee shall not promote nor oppose an issue which is objectionable to an Association partner in the name of the organization.

The Committee shall consist of a chairman (appointed by the President from among the private sector) and two to four (2-4) members, of which two must be from the private sector. Committee members are appointed by the President.

The Policy Committee is responsible for the following:

1. Informing the Association's membership about legislative, regulatory, funding or other issues which impact the Association.
2. Soliciting information from the membership concerning the position the Association should take on issues.
3. Keeping informed of policy issues as it relates to workforce development.
4. Informing the Executive Board of policy issues.
5. Making recommendations for policy to the Executive Board.

10.00 ASSOCIATION TRAVEL

10.01 TRAVEL POLICY

The travel policy was adopted by the Executive Board in October 1996 and amended in 2007. The travel policy is for Executive Board members and conference speakers or consultants engaged by the Executive Board. Exceptions to the stated policy must be approved in writing. (*Reference: Appendix 13, Travel Policy.*)

The Association will support the costs of travel to attend an Executive Board meeting that is not held in conjunction with the conference, however each member is encouraged to support as much as possible of the travel costs incurred through his/her agency and not to rely solely on the Association to support the travel costs. The travel policy does not reimburse Executive Board members for travel expenses incurred as a result of attending the Association's conferences.

Past Presidents are entitled to attend one (1) conference per year in which the registration fee is waived. Past Presidents should complete a registration form and submit the form at the time of registration.

10.02 REIMBURSEMENT

Executive Board members requesting travel reimbursement need to complete the reimbursement form and submit it to the Association's staff support position. Travel reimbursement forms should be submitted within fifteen (15) working days upon the conclusion of the travel. The form must be completed in its entirety, include the appropriate receipts and be signed by the Executive Board member. The request will then be submitted to the President who will generate an Authorization for Payment. The Authorization for Payment will be sent to the staff support position who will issue a check to the Executive Board member. (*Reference: Appendix 14, Reimbursement Form.*)

Deviations to the approved policy or payment schedule must be approved in writing by the President.

10.03 SPEAKER EXPENSES

Speakers are engaged for the purposes of providing workshops, keynote addresses, panel discussions or other activities in conjunction with the Association's Spring and Fall conferences or special seminars.

The Association's *Speaker Workshop Form* (Appendix 15) is used when negotiating with a speaker to provide services to the Association. This form must be completed and signed by both the Executive Board member engaging the speaker and the speaker.

Speakers follow the same reimbursement guidelines as the Executive Board members as outlined above.

11.00 POSITION DESCRIPTIONS FOR OFFICERS OF THE ASSOCIATION

11.01 PRESIDENT

Purpose: The President serves as the Chief Executive Officer of the Association. As the Chief Executive Officer, the President serves along with the First Vice President, the Second Vice President, the Treasurer, the Immediate President and the Policy Committee Chair on the Executive Committee. The President is a member and the chairperson of the Executive Committee.

Term of Office: The President ascends to the office and is confirmed by the general membership of the Association at the annual (Spring) meeting. The President serves for a one-year term. The term of office begins on 7/1 of the year in which he/she is elected and concludes on 6/30 of the following year.

Voting Status: The President does not vote on issues presented to the Executive Board, except in the event of a tie. In the event of a tie, the President will cast the tie-breaking vote.

Specific Duties and Responsibilities

The President is responsible for the following duties:

1. Arranges and presides over all meetings of the Executive Board.
2. Calls and presides at the business meetings of the general membership and convenes the Spring and Fall conferences.
3. Coordinates the functions of the Executive Board.
4. Signs any legal documents for the Association, including contracts for personal and administrative services approved by the Executive Board.
5. Signs all contracts, drafts, authorizations for payment, or other orders for the payment of indebtedness incurred or issued in the name of the Association or the Executive Board.
6. Prepares and presents an annual budget to the Executive Board and the general membership.
7. Appoints a parliamentarian.
8. Appoints members to the Standing Committee and ad hoc members.

9. Selects a Presidential Award recipient to be honored yearly at the annual (Spring) conference.
10. Spends the Association funds to further promote the goals and mission of the Association without prior Executive Board approval.
11. Serves as an ex-officio committee member to all committees.
12. Develops partnerships with internal and external organizations to advance the Association's program goals.
13. Recommends state and local staff to participate on employment and training work groups, panels and other activities.
14. Represents the Association, when necessary, as a speaker or in other related capacities.
15. Represents the Association in forums, seminars, state and local conferences to provide information on the Association and how it relates to workforce development policies and issues.
16. Appoints a Private Sector Representative to the Executive Board to serve a one-year term.
17. Appoints a General Membership Representative to the Executive Board to serve a one-year term.

SETA Task List: President

(Task List is a supplement to SETA Board Handbook)

The President is the face and voice of SETA.

TASK	TIMEFRAME	DATE
Communication is critical		
1 Preside over all meetings of the association.		
2 Present Executive Committee Report at Board Meeting	4 times per year	
3 Present Executive Committee Report to general membership at Business Meeting of Fall and Spring Conference	2 times per year	
4 Custodian and responsible for all association records.		
5 Signs all contracts and vouchers after approval of the board.		
6 Appoint members to the standing committees as spelled out in the policy Manual.	June-July	

- | | | |
|----|---|---|
| 7 | Prepare and present operational budget for the year. | Board mtg
preceding start
of year |
| 8 | All meetings follow parliamentary procedure. See appendix 4 | |
| 9 | Schedule four executive board meetings; 2 take place on Friday/Saturday prior to Conference; 2 dates are set in consultation with hotel(s) that site visits are to take place, typically June and November. | 3 months prior
to non-
conference
board meetings |
| 10 | Prepare, with staff, agenda for all board and executive meetings. | |
| 11 | Appoints a general membership representative and a private sector representative to serve a one-year term. | Board Meeting
Preceding Start
of Year |
| 12 | Delete outgoing president and add incoming president to the checking account. | |
| 13 | Before each conference order plaques (typically a Spring Conference Activity). | 4-6 weeks prior
to conference |
| 14 | Assign seating at head table for each conference general function and notify those individuals. Staff will generate appropriate name tents. | 3 weeks prior
to conference |
| 15 | Before the second conference (Spring) select the Bob Craig awardee. This will cause a plaque to be prepared and check prepared. | 4 weeks prior
to Spring
Conference |
| 16 | Set Agenda for Executive Committee Meeting. | 1 week prior to
board meeting |
| 17 | Schedule Conference Calls of Executive Committee and others as needed between Board and Committee Meetings. | |
| 18 | Designates the use of the SETA reciprocal conference registrations with NAWB and NAWDP. | December
NAWB, March
NAWDP |
| 19 | Appoints SETA Support Staff RFP Committee. | September -
October of
appropriate
year |
| 20 | Designates board member(s) to facilitate the execution of support staff contract extension. | March of year
that contract is
being extended |

- 21 President in consultation with 1st Vice-President recommends Treasurer for ratification to Board. in June of every other year

11.02 FIRST VICE PRESIDENT

Purpose: The First Vice President is responsible for the planning of the Spring and Fall Conferences. As an officer of the Board, the First Vice President serves, along with the Second Vice President, the President, the Immediate Past President, the Policy Committee Chair and the Treasurer as the Board's Executive Committee.

Term of Office: The First Vice President ascends to the office and is confirmed by the general membership of the Association at the annual (Spring) meeting. The First Vice President serves for a one-year term of office. The term of office begins on 7/1 following the annual meeting at which he/she is elected and concludes on 6/30 of the following year.

Voting Status: The First Vice President has full voting rights and privileges as long as he/she remains in good standing with the Association.

Specific Duties and Responsibilities

The First Vice President is responsible for the following:

1. Performs duties of the President in the President's absence.
2. Plans the conference agenda for spring and fall conferences.
 - Oversees the development of workshops in conjunction with other Board members
 - Compiles the budget along with local host, staff and other Board members
 - Reviews speaker expenses as submitted by Executive Board members and seeks approval with the President.
 - Approves speaker expenses in conjunction with the President.
 - Works with host site to coordinate local arrangements.
 - Develops conference agendas, proofreads for accuracy
 - Coordinates on-site arrangements, conference workshop evaluations, and summaries.
3. Develops partnerships with internal and external organizations to advance the Association's program goals.
4. Recommends State and local staff to participate on employment and training work groups, panels and other activities.
5. Represents the Association, when necessary, as a speaker in other related capacities.
6. Represents the Association in forums, seminars, state and local conferences to provide information on the Association and how it relates to workforce development policies and issues.

SETA Task List: 1st Vice-President and Conference Planning

(Task List is a supplement to SETA Board Handbook)

All Conference Planning Functions fall under the responsibility of the 1st Vice President. For the purposes of this Task List, the Major Responsibilities of the 1st Vice President and the Conference Planning Specific Tasks identifying the responsible party are intermingled.

TASK	RESPONSIBLE PARTY	TIMEFRAME RELATED TO CONFERENCE	DATE (Planning for Fall 2017 Conference)
1 Prepare and present Program Planning Committee Report at the full Board Meeting	1st VP	4 times per year	
2 Prepare and present Program Planning Committee Report to general membership at the Business Meeting at the Fall and Spring Conferences	1st VP	2 times per year	
3 RFP issued by SETA Staff to cities in consultation with State Rep (Need template of RFP to ensure what minimum items should be requested in RFP, also includes availability of potential dates for board planning meeting date/site selection visit approximately 6 months following issuance of RFP.)	Staff in Consult with State Rep and 1st VP	20-24 months prior to planned conference	11/15-12/15
4 Responses Summarized by Staff on Chart detailing proposals reviewed with State Rep, 1st Vice President and President prior to Board Meeting where info will be presented to Program Planning Committee and Board for site consideration; conference call to discuss 5-10 days before the board meeting. Need to determine on this call who will present what to which committee Program Planning? Executive? Full-Board? If not Program Planning for recommendation to be brought forward to full Board, then 1st Vice President needs to be prepared if questions are asked in Program Planning meeting to defer discussion as agreed upon.	Staff with review by State Rep, 1st VP and Pres	20 months	Feb-16

5	Site Recommendation Submitted to Board (at Conference Board Mtg); Board sets date for upcoming site visit/board meeting based on availability. May stay and meet at 1 hotel and visit/tour hosted reception at other property under consideration depending upon space availability for site visit.	Staff and State Rep	18 months	Mar-16
6	Staff contacts properties selected by Board for site visit, negotiates contract for site visit, forwards contract to President for signature.	Staff and President	18 months	Mar-16
7	Board Planning Meeting Held at Conference Proposed Site Location to Determine Site Selection, Hotel Tour. Need to address protocol of how any comp sleeping rooms available for this meeting are disbursed... (Suggest that anyone who submits a request for SETA to pay for expenses to meeting be given access to these rooms first. This will save SETA resources.)	Staff	15 months prior to conference	Jun-16
8	Determine Protocol for assigning property meeting planning points earned for the conference. (Practice has been that State Rep/Local Host is assigned the points if they have account with that property).	President and 1st VP with Board endorsement		
9	State Rep responsible for setting-up Local Conference Planning Committee.	State Rep	6 months prior to conference	Mar-17
10	State Rep will ensure that display/table publicizing the conference be set-up in the exhibitor area at the preceding conference.	State Rep	6 months prior to conference	Mar-17
11	Staff distributes workshop suggestion solicitation form to SETA database and posts on SETA website and Facebook. Multiple emails should be distributed during the solicitation timeframe. Staff has developed an electronic process for submission of workshops.	Staff	1 week following end of previous conference (6 months prior to conference) and weekly until submission deadline	Mar-17

- | | | | | |
|----|--|-----------|---|--------|
| 12 | Staff also has a process of converting the google docs submission to PDF for review. Staff has a google docs process for electronic reviewing and ranking of submitted workshops by the Program Planning Committee members. | Staff | | |
| 13 | Email sent to Program Planning Committee by 1st VP with workshops submitted with instructions to review and "vote" for their choices. | 1st VP | 2 wks prior to Bd Plng Mtg (3 months before conference) | May-17 |
| 14 | Simultaneous with the workshop solicitation process, the State Rep will work with state and local leadership to identify state showcase workshops. These are at no cost to the conference. Between 5 and 8 workshops are solicited. If at all possible, completed workshop suggestion forms are to be provided at the Board Planning Meeting on these workshops but not through the online submission process. | State Rep | 3-4 months prior to conference for presentation @ Bd Plng Mtg | Apr-17 |
| 15 | Prior to Program Planning Meeting, 1st VP summarizes votes received for each workshop from Program Planning Committee advance voting process. | 1st VP | 3 days before Bd Plng Mtg (3 months before conference) | Jun-17 |
| 16 | 1st VP prepares the Conference Timeline consulting the Staff Support for key dates i.e. hotel and registration cutoff deadlines, program printing deadlines, etc. Brings copies to the Program Planning Meeting. | 1st VP | 1 week prior to Bd Plng Mtg | May-17 |

17	1st VP facilitates review at Program Planning Committee of workshops with votes, utilizes the Conference Workshop Grid; Provides Committee members with the Workshop Grid template, determines if additional workshops need to be solicited to round out workshops to be offered; discussion of opening speakers; closing speakers; US DOL slot; Monday luncheon speakers (if any, many times not); Plans for sponsor/exhibitor acknowledgement?; Pre-con?, Reviews times to determine any adjustment that might need to be made; Discussion of State Showcase workshops with State Rep; Assigns which Committee member will notify the submitter of selection and obtain a signed workshop confirmation form negotiating any costs which may have been noted in committee discussion.	1st VP	at Bd Plning Mtg (3 months before conference)	Jun-17
18	Determine Keynote Speakers in conjunction with Program Planning Committee. Make appropriate Contacts and arrangements for conference general sessions. Includes writing letters to USDOL and others based on the Program Planning Committee recommendations. Letters to secure Speakers form USDOL should be sent 6 months prior to conference dates.	1st VP in conjunction with President	3-6 months	3/17-6/17
19	1st VP will finalize the Workshop Grid following Program Planning Committee and will provide copy to all Board members at full Board Meeting.	1st VP	at Bd Plning Mtg (3 months before conference)	Jun-17
20	Send updated/revised agenda to committee members as needed if modifications occur.	1st VP	As needed; at least 1 one month before conference	
21	Local Host Planning Committee Activity Update to Board (at Conference Board Meeting).	State Rep	6 months	Mar-17

22	Determine what pictures/materials of Conference Site to use on Website, Social Media, conference email blast as well as in conference program of the immediate prior conferences. Conversation to include whether there is to be a postal mailing or all electronic.	State Rep/State's Conference Planning Committee Chair in Conjunction with Staff	6 months	Sep-17
23	Local Host Planning Committee Preliminary Budget Presented to Board utilizing standard Excel template (at Board Planning Meeting immediately prior to Conference). Prepared by State Rep/Local Host Chair in conjunction with staff. Reviewed with Treasurer and 1st VP prior to that meeting. (Need Excel template).	State Rep in conjunction with Staff and Review by Treasurer	3 months	Jun-17
24	State Rep/State's Conference Planning Committee Chair will set the following Local Host Sub Committees in Place: Social Events which could include: Sunday Night Reception, Monday Night Activity (if applicable), Tuesday Night Event (dinner/dance or other activity); Door Prizes- number to solicit, when to distribute, method of distribution, persons to distribute; Exhibitors and Sponsors Recruitment (state, local areas, state specific vendors, other related associations); Conference entertainment (keeping within the SETA Board established guideline); Registration/Check-in Booth Volunteers; Assignment of staff to work on-site with Exhibitors; Conference Gift; Others as identified.	State Rep/State's Conference Planning Committee Chair	4-6 months	Mar-17
25	Ensure that any contracts for entertainment are signed by the President.	1st VP in conjunction with Staff and State Rep/State's Conference Planning Committee Chair	3 months- 11/2 months	Jun-17
26	Completed workshop confirmation forms submitted to 1st VP and Staff.	Assigned Committee Member	3 months prior to conference	Jul-17

27	Review submitted forms and approve negotiated speaker expenses. Update workshop grid for subsequent use by staff in room assignments and AV needs as well as workshop expense tracking.	1st VP	3 months prior to conference	Jul-17
28	State Rep/State's Conference Planning Committee Chair identify dignitaries to be invited; color guard; national anthem; issue invitation with timeframe for confirmation related to date for program printing as well as name and phone number of person to facilitate day of contact; Must have in time for program printing deadline.	State Rep/State's Conference Plng Comm Chair	3 months - due 1 1/2 months from conference date	Jul-17
29	State Rep/State's Conference Planning Committee Chair secure letters for programs (Gov, State Dignitary, etc.) suggest only getting what is absolutely needed, less is better. Needs to be print ready!	State Rep/State's Conference Plng Comm Chair	3 months - due 1 1/2 months from conference date	Jul-17
30	Program Agenda Prepared by staff.	Staff	2 months- due 11/2 months before conference in sync with printing deadline	Aug-17
31	Program Agenda Reviewed and proofed.	1s VP and Key Persons identified by 1st VP	1 1/2 months before conference	Aug-17
32	Confirm with staff that all CURRENT exhibitor and sponsor logos are on the conference loop PowerPoint which plays at all general functions.	1st VP with Staff	2 weeks prior to conference	Sep-17
33	Identifies who to sit at Head Table for Each Function/General Session at Conference so that staff can prepare name tents; President will notify board members if they have role in such events.	President in consultation with 1st VP	1 week prior to Conference	Sep-17

34	Ensures Exhibitors and Sponsors Recognized at the Conference at the Event as established at the Program Planning Meeting. Preparation of Certification of Appreciation. Contacting the Exhibitors and Sponsors to determine who will be accepting the recognition on their behalf.	1st VP	2 weeks prior to conference	Sep-17
35	Identifies which persons will need plaques prepared (board members rotating off, Bob Craig award, etc.) typically a spring conference function.	President, consulting with staff to determine plan for plaque being prepared	1 month prior to conference	
36	Scheduling of conference call to review completed conference.	President consulting with staff	3 weeks following conference	Oct-17
37	Scheduling of conference calls to prep for conference.	President & 1st VP consulting with staff	As needed; at least 1 one month before conference	Aug-17

Conference Registration

Staff

NOTE: In addition to the above, there are ongoing conference planning functions that are completed by Staff.

11.03 SECOND VICE PRESIDENT

Purpose: The Second Vice President is responsible for all membership recruitment and membership services. As an officer of the Board, the Second Vice President serves with the President, the First Vice President, the Immediate Past President, the Policy Committee Chair and the Treasurer as the Board's Executive Committee.

Term of Office: The Second Vice President serves for a one-year term of office and is elected by the general membership of the Association at the annual (Spring) meeting. The term of office begins on 7/1 following the annual meeting at which he/she is elected and concludes on 6/30 of the following year.

Voting Status: The Second Vice President has full voting rights and privileges as long as he/she remains in good standing with the Association.

Specific Duties and Responsibilities

The Second Vice President is responsible for the following:

1. *Membership Reporting*
 - Reports membership figures annually (Spring) to the general membership.
 - Coordinates quarterly reports for each State Representative identifying members by state.
 - Conducts membership Orientation at the spring and fall conference.
2. *Prepares Newsletter*
 - Solicits articles from each state
 - Proofreads publications
 - Coordinates the development of the newsletters.
 - Ensures timely distribution of newsletters to the membership.
3. *Monitors Internet Website*
 - Updates Website
 - Overseeing operations of Website and making necessary changes/modifications, additions/deletions.
4. *Oversees the Membership Booth*
 - Sets up and staffs Association's membership booth at Spring and Fall conferences.
 - Updates membership booth as needed
 - Encourages state representatives to use membership booth for state functions.
5. *Monitors the Association's Recruitment Policy*
 - Adheres to the Board's policy regarding financial support to states for recruitment.
 - Sponsors awards and competitions for recruitment activities.
 - Monitors Association's financial investment in state recruitment efforts and reporting outcomes to Executive Board.

6. Develops partnerships with internal and external organizations to advance the Association's program goals.
7. Recommends state and local staff to participate on employment and training work groups, panels and other related activities.
8. Represents the Association, when necessary, as a speaker or in other related capacities.
9. Represents the Association in forums, seminars, state and local conferences to provide information on the Association and how it relates to workforce development policies and issues.

SETA Task List: 2nd Vice-President

(Task List is a supplement to SETA Board Handbook)

Responsible for Membership and Recruitment

TASK	TIMEFRAME	DATE
1 Reports Membership figures annually to general membership.	spring and fall meeting	
2 Coordinates, in conjunction with staff the preparation of quarterly membership reports for each state identifying members by state.	At least 1 week prior to Membership Committee Meeting held in conjunction Board Meeting	
3 Conduct membership orientations.	spring and fall conference	
4 Solicits articles from each state for newsletter.	planning meeting typically in November and June	
5 Proofreads publications.	As needed	
6 Coordinates the development of the newsletter.	each conference	
7 Responsible for membership and recruitment.	on going	
8 Ensures timely distribution of newsletter to the membership.	before conference	
9 Ensures that website is updated regularly and accurately.	annually	

- | | | |
|----|---|--|
| 10 | Oversee operations of website and ensuring necessary changes/modifications additions/deletions are made; may include researching, in conjunction with support staff, different platforms. | ongoing |
| 11 | Sets up and ensures board staffing of membership/SETA Booth. | spring and fall conference |
| 12 | Updates membership booth as needed. | spring and fall conference |
| 13 | Orders membership recruitment items in consultation with Membership Committee. | As needed |
| 14 | Adheres to the policy regarding financial support to state for recruitment. | |
| 15 | Presents to committee members state requests for membership support. | May be presented for approval at any Board meeting |
| 16 | Arranges for the membership Wheel of Fortune to be at membership booth and collects prizes from board members for the wheel. | Both conferences, spring and fall |
| 17 | Present Membership Committee report at full board meeting. | 4 times year |
| 18 | Prepare and present Membership Committee report to general membership at Business Meeting at the Spring and Fall Conference. | 2 times year |

11.04 IMMEDIATE PAST PRESIDENT

Purpose: The Immediate Past President is responsible for providing an account of the Association's accomplishments for the preceding year. As an officer of the Board, the Immediate Past President serves along with the President, the First Vice President, the Second Vice President, the Policy Committee Chair and the Treasurer as a member of the Executive Board.

Term of Office: The Immediate Past President serves for a one-year term of office and automatically moves into the position when the new President assumes his/her duties 7/1 of each year and concludes service in the position on 6/30 of the following year.

Voting Status: The Immediate Past President has full voting rights and privileges as long as he/she remains in good standing with the Association.

Privileges: The Immediate Past President becomes an honorary Association member and is not required to pay Association dues beginning when he/she moves into the position on 7/1.

Specific Duties and Responsibilities

The Immediate Past President serves as a historian for the current Executive Board and is responsible for updating the *Policies and Procedures Handbook*. Additionally, the Immediate Past President:

1. Performs the duties of the President in the absence of the President, First Vice President and Second Vice President.
2. Completes a report stating the accomplishments of the Association and the Executive Board during his/her term of office as President. This report shall become part of the permanent Association records.
3. Serves as an advisor to the President and serves on the Executive Committee of the Board.
4. Serves as chairperson of the Nominating/Elections Sub-committee.
5. Secures the year-end audits of the Association records in conjunction with the Treasurer.
6. Develops partnerships with internal and external organizations to advance the Association.
7. Recommends state and local staff to participate on employment and training work groups, panels, and other related activities.
8. Represents the Association, when necessary, as a speaker or in other related capacities.
9. Represents the Association in forums, seminars, and state and local conferences to provide information on the Association and how it relates to workforce development policies and issues.
10. Updates the *Policies and Procedures Handbook*, incorporating any policies developed or approved during the course of the year.
11. Supervises and coordinates the staff support positions and the annual evaluation.

SETA Task List: Past President

(Task List is a supplement to SETA Board Handbook)

TASK	TIMEFRAME	DATE
1 Update Policies and Procedures Handbook, incorporating any policies developed or approved during the course of the year.	As needed, through year	
2 Performs the duties of the President in the absence of the President, First Vice President, Second Vice President.	As needed	
3 Completes a report stating the accomplishments of the Association and the Executive Board during his/her term of office as President. *Report becomes part of the permanent Association records.	By end of year as Immediate Past President	
4 Serve as an advisor to the President and serve on the Executive Committee of the Board.	throughout the year	
5 Secure the year-end audits of the Association records in conjunction with the Treasurer.	At end of year	
6 Represents the Association, when necessary, as a speaker or in other related capacities.	As needed	
7 Supervise and coordinate the staff support positions and the annual evaluation.	throughout the year	
8 Serve as Chairperson of Bylaws and Elections Committee.	12 months	
9 Elections - Assurance that the Association has a slate of candidate(s) for Second Vice-President for election and that all elections are held in accordance with Article VIII, Section 2, A-H of the Bylaws.	scheduled prior to Spring Conference Specified in Bylaws	
10 Bylaws and Elections Committee will develop and mail/email a slate of candidates to the membership.	60 working days prior to Spring Conference	
11 Membership may nominate other candidates and submit these names to the Chair of the Bylaws/Elections Committee.	45 days prior to Spring Conference	

- | | | |
|----|--|--|
| 12 | Prepare a single ballot containing the names of all candidates nominated for the office of Second Vice-President. | 45 days prior to Spring Conference |
| 13 | Active Individual and Lifetime Members, who wish to vote by absentee ballot, may do so by requesting, in writing, a ballot from Chair of Bylaws/Elections Committee. | 15 working days prior to Spring Conference |
| 14 | Bylaws/Election Committee responsible for tabulating the ballots and for opening and counting absentee ballots. | At Spring Conference after voting closes |
| 15 | Bylaws/Elections Committee will report the election results to the membership. | Business Meeting at close of Conference |
| 16 | * If 2 candidates running for office and one candidate does not receive a simple majority of votes cast, a run-off will be held between the 2 candidates receiving the greatest number of votes. | Prior to Business Meeting at close of Conference |
| 17 | Ballots will be mailed to members in good standing. | 15 working days following final voting tabulation |
| 18 | Ballots must be returned to Chair of Bylaws/Elections Committee. | 30 working days following final vote tabulation |
| 19 | In event that a State Representative of the Executive Board is elected as an Office of the Association, the State Representative seat becomes vacant. | |
| 20 | Present By-laws and Elections Committee report at full board meeting. | 4 times year |
| 21 | Prepare and present By-Laws and Elections Committee report to general membership at Business Meeting of the Spring and Fall Conference. | 2 times year |
| 22 | Prepare and submit to Board, staff evaluation form for suggestions, input, feedback, etc. regarding annual evaluation. | 1 time year - at least 2 weeks prior to June Board meeting |

11.05 TREASURER

Purpose: The Treasurer is responsible for reviewing the monthly financial statements and ledgers of the Association.

The Treasurer serves with the President, First Vice President, Second Vice President, Immediate Past President and the Policy Committee Chair as the Board's Executive Committee.

Term of Office: The Treasurer serves for a two-year term of office. The term of office begins on 7/1 of the elected year and concludes on 6/30 of the second year.

Voting Status: The Treasurer has full voting rights and privileges as long as he/she remains in good standing with the Association.

Specific Duties and Responsibilities

The Treasurer is responsible for the following:

1. Reviews monthly bank statements, financial statements and reconciles bank statements against the Association's ledger.
2. Reviews the year-end audit of the Association records in conjunction with the Executive Committee.
3. Reviews the authorization for payments and documentation for such payments and keeps the President informed of any discrepancies.
4. Prepares and presents a Financial Report for the Executive Board at its scheduled meetings.
5. Prepares and presents a Financial Report for the General Membership at its scheduled Business Meetings
6. Makes recommendations to the Executive Committee concerning money market and certificate of deposit accounts.
7. Develops partnerships with internal and external organizations to advance the Association's program goals.
8. Recommends state and local staff to participate on employment and training work groups, panels and other related activities.
9. Represents the Association, when necessary, as a speaker or in other related capacities.

10. Represents the Association in forums, seminars, state and local conferences to provide information on the Association and how it relates to workforce development policies and issues.
11. Serves on committees as appointed by the President.
12. Serves on the Executive Committee.
13. Works with the SETA staff and conference planning committee to develop a budget for approval by the Executive Board.

SETA Task List: Treasurer

(Task List is a supplement to SETA Board Handbook)

TASK	TIMEFRAME	DATE
1 Review with staff financials at least Quarterly 7-14 days before scheduled board mtg, direct staff which reports to print to include in board mtg packet and which reports to provide at the association business meeting.	quarterly	
2 Present Financial Report at full board meeting.	4 times year	
3 Present Financial Report to general membership at Business Meeting of the Spring and Fall Conference.	2 times year	
4 Review signatures on SETA checking account to ensure that current President, Treasurer and contract support staff are listed on signature card.	annually in June	
5 Review signatures on SETA investment account to ensure that President, Treasurer and contract support staff are listed on signature card, make plans to ensure that this is done with effective date of July 1 of each year as well as any other time a person changes.	annually in June	
6 Work with staff to ensure that audit services are engaged and inform board of timeline for completion.	annually in March	
7 Upon completion of the audit/review present the audit report to board; rotates one year a review and 1 year an audit.	annually September or November meeting	
8 Review with brokerage account company investment strategy to determine if modifications should be recommended to executive committee	annually	

- | | | |
|----|---|--|
| 9 | At least 1 week before the Board planning meeting review the draft conference budget prepared by the State Rep/Local host in conjunction with staff. May need a conference call prior to the meeting to discuss. This preliminary budget will be presented at the Board planning meeting. | annually at June and November meetings |
| 10 | At least 1 week before the CONFERENCE review the conference budget prepared by the local host in conjunction with the support staff. May need a conference call prior to the CONFERENCE board meeting to discuss. This budget will be presented at the Conference planning meeting. | annually at September and March meetings |
| 11 | Ensure that staff creates a property list, review list annually and determine condition of property. Formulate recommendations to executive committee if something should be disposed of. Property would be in the possession of the contract support staff. | annually |
| 12 | Review any ongoing financial obligations to determine plan for next year (phone plan, storage unit, etc). | annually |

12.00 POSITION DESCRIPTIONS OTHER BOARD MEMBERS

12.01 STATE REPRESENTATIVE

Purpose: The State Representative's role is to communicate the Association's mission, purpose, goals and objectives to the workforce development community within each respective state.

The State Representative also serves as an advocate for his/her state on the Executive Board. There are eight State Representative positions, one for each state within the Region.

Term of Office: The State Representative serves on the Executive Board for a two-year term of office. Should the State Representative vacate his/her position for any reason, the President, working in conjunction with the appropriate state officials, shall appoint a replacement until the effected state elects a replacement. The term of office begins on 7/1 after the state's election and concludes on 6/30 of the second year.

Voting Status: The State Representative has full voting rights and privileges as long as he/she remains in good standing with the Association.

Specific Duties and Responsibilities

The State Representative is responsible for the following duties:

1. Conducts membership drives in their respective states.
2. Shares information on a regular basis with the membership in his/her state.
3. Arranges the state caucus meetings in order to bring the state's membership up-to-date on activities within the Association, the region or the state.
4. In coordination with staff support, solicits bids/proposals from WIAs/WIBs/WDBs and others within the State who are interested in hosting an Association conference. The representative will work closely with the SDA or others in preparing the bid/proposal following the Association's *Conference Planning Guidelines*.
5. Represents the host site at the Executive Board meetings to discuss the proposed bid.
6. Represents host site at the Executive Board meetings and planning sessions as required by the Association's President.
7. Attends the spring and fall conferences of the Association.

8. Serves on committees as appointed by the President.
9. Solicits workshop ideas and suggestions from his/her state for submission to the First Vice President.
10. Sponsors an event, or hosts a raffle, or give-away at a recognized state-sponsored function. May award one free conference registration and one free membership annually.
11. Submits annually a feature article from his/her state for newsletters.
12. Develops partnerships with internal and external organizations to advance the Association's program goals.
13. Recommends state and local staff to participate on employment and training work groups, panels and other related activities.
14. Represents the Association, when necessary, as a speaker or in other related capacities.

12.02 USDOL REPRESENTATIVE

Purpose: Serves as the principle Regional Office contact for the Southeastern Employment and Training Association.

Term of Office: This position is appointed by the Regional Administrator for a two (2)-year term of office. At the end of the two-year term, the Association President shall send a letter to the Regional Administrator asking for reappointment or replacement.

Voting Status: The USDOL Representative has full voting rights and privileges as long as he/she remains an active member in good standing with the Association.

Specific Duties and Responsibilities

The USDOL Representative is responsible for the following duties:

1. Represents the Regional Office at Executive Board meetings and planning meetings.
2. Promotes frequent and timely communication with the USDOL in all areas affecting the Association.
3. Establishes and maintains an active interchange and constructive working relationships with all Executive Board members.
4. Exercises a leadership role on national and regional priorities by updating the Executive Board on pertinent activities related to workforce development.
5. Provides leadership, guidance and assistance to the Executive Board with respect to dissemination of information and technical assistance, in pursuit of professional development.
6. Develops partnerships with internal and external organizations to advance the Association's program goals.
7. Represents the Association, when necessary, as a speaker or in other related capacities.

12.03 PRIVATE SECTOR REPRESENTATIVE

Purpose: The Private Sector Representative is responsible to keep the Executive Board informed as to the workforce needs of private business and industry and to encourage private sector participation in the Association's conferences and activities.

Term of Office: The Private Sector Representative serves on the Executive Board for a two-year term of office. In accordance with the rotation cycle listed in *Appendix 16*, the Association President shall send a letter to the effected state requesting an election/appointment. Should the Private Sector Representative vacate his/her position for any reason, the President, working in conjunction with the appropriate state officials, shall appoint a replacement until the effected state elects/appoints a replacement. The term of office begins on 7/1 after the state's election/appointment and concludes on 6/30 of the second year.

Voting Status: The Private Sector Representative has full voting rights and privileges as long as he/she remains an active member in good standing with the Association.

Specific Duties and Responsibilities

The Private Sector Representative is responsible for the following:

1. Represents the private sector interests in the Association.
2. Recommends and plans conference workshops that are relevant to the private sector.
3. Promotes public workforce development initiatives among the business community.
4. Serves as an advocate for the Association's mission to all levels of elected officials and to the USDOL administration.
5. Develops partnerships with internal and external organizations to advance the Association's program goals.
6. Recommends state and local staff to participate on employment and training work groups, panels and other related activities.
7. Represents the Association, when necessary, as a speaker or in other related capacities.
8. Represents the Association at forums, seminars, and state and local conferences to provide information on the Association and its relationship to workforce development policies and issues.

13.00 PROFESSIONAL STAFF SUPPORT

- Purpose:** The purpose of this position is to support the activities of the Executive Board.
- Term of Office:** This position is a contracted position. The staff contract is signed annually by the President.
- Voting Status:** The staff support position does not have the authority to vote.
- Evaluations:** A staff evaluation is conducted quarterly by the Immediate Past President and the Executive Board members. The Immediate Past President shall prepare a written evaluation of the staff and review the evaluation with the Board prior to conducting the review with staff. Board members may add additional comments.
- Bonding:** The staff support assistant must be bonded. The cost of bonding shall be borne by the Association and shall be of sufficient amount to cover the yearly cash transactions of the Association. The amount of bond coverage will be determined annually by the Executive Committee.

The Association contracts for professional services for the following functions:

1. ***Membership*** - Maintains and updates the current mailing list for paid members, vendors and workforce development professionals. Prepares quarterly membership reports. Assists the Second Vice President and State Representatives in soliciting renewed members and new members.
2. ***Newsletter*** - Compiles, edits, prepares layout, and reproduces the newsletter in conjunction with the Executive Board.
3. ***Clerical Assistance*** - Takes and writes minutes of both the Executive Board and the Association business meetings. Develops conference agendas and distributes materials as necessary. Prepares invoices for the Association.
4. ***Conference Support*** - Develops conference materials with assistance from the First Vice President, coordinates with the Conference Host, prepares and distributes preliminary and final agendas, and provides on-site support to the Executive Board during the entire Conference.
5. ***Administrative Support*** - Maintains financial systems, bank records, bills and expenses. Maintains systems to assure corporate records, insurance and other Association operating documents are current. Provides written monthly financial reports to the Association President and to the Treasurer.
6. ***Computer Systems and Software*** - Provides automated systems and software that are compatible with the Association's requirements. Provides computerized correspondence files. Monitors the Association's website and responds to requests received via E-mail.
7. ***Correspondence*** - Responds to correspondence concerning the Association, returns phone calls to members or others making inquiries about the Association.

8. ***Personal Consultant*** - Makes arrangements for an alternate person to represent them and perform similar duties in the absence of the staff support with approval from the President.