

## **Suggested Qualifications, Guidelines and Expectations for Board Members (Directors and Directors in Charge)**

### Purpose:

Liaison between the Executive Board and member clerks in your region of the State.

### Qualifications:

1. The directors must be active members of the Association;
2. Must be elected by a majority of the vote of the active members of the region voting;
3. Must serve for a term of two years, but no more than two consecutive terms, (a term being one year as Director and one year as Director in Charge);

### Attendance:

1. Attend the Annual conference which will conduct **the first board meeting** of their term on the last day of the conference, time and place set by the President of the Association;
2. Attend all board meetings ;
3. Attend all regional meetings;
4. Encouraged to attend other regional meetings at your expense;

### Communication:

1. Prepare a list of all clerks in your region (or obtain the email group from the previous directors);
2. Provide information from the Board to region members as many may not be a part of list serve;
3. Provide communications and suggestions from the regions' clerks at the Board meetings;
4. Notice the Executive Board of any illnesses or deaths from your region;
5. Send a card to those ill and should there be a death, send notice of the memorial sent to the scholarship fund of the association;
6. Encourage clerk's delinquent in dues to bring them current;
7. Notice the Executive board of all retiring clerks, new clerks and clerks that will no longer serve as clerk in their county.

### Meetings:

1. Assume responsibility in area meetings, seminars and conferences;
2. Appoint a treasurer who shall be in charge of all funds of the region and shall submit a treasurer's report at each regional meeting;
3. Encourage every county within the region to host an area meeting;
4. Make effort to move meetings around the region so all may have a chance to attend close to them;
5. Encourage every clerk to participate in regional meetings;
6. Seek to provide meaningful education at the regional meeting;
7. Organize regional meetings so that there are at least two a year, Spring and Fall;

## Hosting an Area Meeting:

Working with the Hosts of the Regional Meetings \* All regional meeting travel expenses are the clerk's responsibility – not the region or the association.

1. Host clerk should coordinate schedules with Director in Charge (DIC);
2. Communicate to all regional members the date, time and location of regional meeting;
3. Host clerk should arrange for a meeting location;
4. DIC should assist in setting agenda and obtaining speakers, as needed;
5. Host Clerk should arrange for a hotel for those traveling and a room block;
6. The agenda should be sent to the Association VP for educational credits approval.

Directors and Directors in Charge should read and be familiar with the Association by-laws. They should ensure that new clerks in their region are made aware of the association guidelines, dues, conference schedules and any other information necessary to get them off to a good start in the association.

Directors are the eyes, ears and voice of their regions.