



## Officers and Elected Board Member Duties

**Source: ISA Southern Chapter Constitution**

Article VI. **Officers, Chapter Representative to the ISA Council of Representatives, Executive Director, Board of Directors, Executive Committee, and Treasurer.**

**Section I. Officers.** The Elected Officers of this organization shall be a President, President-Elect, Vice President, and Immediate Past President. Officers appointed by the Board of Directors shall be an Executive Director and Treasurer. These officers shall be chosen from the membership, as prescribed in the Bylaws with terms beginning at the conclusion of the annual Chapter meeting. The officers are empowered to perform those duties designated in the Bylaws and the Policy & Procedures Manual. The elected officers shall serve a term of one year. The Executive Director serves a term of one year and may be re-appointed for successive terms. The Treasurer shall serve a term of four years and may serve two consecutive terms.

**Section II. Directors.** One Director shall be elected from each geographic area and one Director At Large for a term of two years as prescribed in the Bylaws, beginning at the conclusion of the annual Chapter meeting. The Director At Large shall be elected by the entire membership. Successive terms are permissible.

**Section III. Chapter Representative to the ISA Council of Representatives.** The Chapter Representative shall be chosen from the membership for a term of three years, beginning at the conclusion of the annual ISA conference. The Chapter Representative is empowered to perform those duties designated in the Bylaws. Successive terms are permissible.

**Section IV. Board of Directors.** The Board of Directors shall consist of the Officers, the Chapter Representative to the ISA Council of Representatives, and the Directors.

**Section V. Executive Committee.** The Executive Committee shall consist of the elected officers of the Chapter, Chapter Representative to the ISA Council of Representatives, Treasurer, and Executive Director. Through the Executive Director, the Executive Committee shall administer the programs of the Chapter within the guidelines established by the Board of Directors and the Policy & Procedures Manual.

**Source: ISA Southern Chapter Bylaws**

Section IV. **Officers, Chapter Representative to the ISA Council of Representatives, Directors, Board of Directors, Treasurer, and Executive Committee.**

**A. Duties and Powers.**

1. The President shall preside at all meetings of the Chapter, Board of Directors, and Executive Committee. The President shall convene the Board of Directors and/or the Executive Committee whenever in his/her opinion the affairs of the Chapter demand, or upon the written request of at least one-third of the members of the Board of Directors or the Executive Committee. The President shall appoint all Standing Committee chairs at the time the President takes office and may appoint temporary committees to act during the President's term of office.

2. The President-Elect shall assist the President and, in the event of the President's absence or disability, shall perform the President's duties. The President-Elect shall serve on the Long-Range Planning Committee.

3. The Vice President shall assist the President and, in the event of the absence or disability of both the President and President-Elect, shall perform the duties of the President. The Vice President shall serve on the Membership Committee.

4. The Immediate Past President shall chair the Nominating Committee.

5. The Executive Director, under the terms and conditions of a contract and at the direction and approval of the Board of Directors, is responsible for the overall management of the Chapter and shall serve as administrator. The Executive Director shall be official recorder and keeper of records for the Chapter's Board of Directors, Executive Committee, and general membership transactions.

6. The Chapter Representative to the ISA Council of Representatives shall attend the meetings of the ISA Council of Representatives. The Chapter Representative shall act as liaison between the Chapter membership and the ISA on all matters concerning the Chapter and vote the wishes of the Chapter membership at ISA Council of Representatives meetings.

7. The Board of Directors shall assist the officers in the operation of the Chapter. The Directors shall promote membership; promote all ISA- and Chapter-sponsored activities; and coordinate the ISA Certification Test and study workshops in their respective areas.

8. The Board of Directors shall be responsible for establishing the governing policies and supervising the affairs of the Chapter, and is empowered to act for the Chapter at and between its annual meetings. The Board of Directors shall direct the Executive Committee in the discharge of its duties; supervise the Chapter's financial affairs; review and take action on recommendations of the Executive Committee and other committees; and shall prepare and keep up-to-date a Policy & Procedures

Manual but shall in no case obligate the Chapter financially beyond the available funds in the treasury.

9. The Treasurer shall serve as the chairman of the Finance Committee, assist the Committee in developing budget proposals, submit budget proposals to the Board of Directors for approval, amend the budgets as necessary, oversee the implementation of the budget by the Executive Director, conduct annual audits, and report the budget to the membership at the annual meeting. The Treasurer shall have education in a relevant field (i.e. accounting, finance, etc.) with a minimum of an associate's degree and verifiable work experience (either compensatory or philanthropic). The Treasurer shall attend Board of Directors and Executive Committee meetings, serving as an ex-officio member with no voting privileges.

10. The Executive Committee, through the Executive Director, shall administer the affairs of the Chapter as directed by the Board of Directors. The Executive Committee shall recommend to the Board of Directors for review and action: Chapter objectives for the coming year and proposed amendments to the Constitution, Bylaws, Policy & Procedures Manual, legal contracts, and other appropriate matters. The Executive Committee is empowered to authorize a mailed, e-mailed, or online ballot of the Board of Directors. The Executive Committee, with the Executive Director, shall inform and initiate action on programs and activities of the Chapter.

11. Compensation. The Executive Director and Editor shall receive such remuneration for services as approved by the Board of Directors.

12. Voting. The President, President-Elect, Vice President, Immediate Past President, Chapter Representative to the ISA Council of Representatives, and Directors shall each have one vote on all matters coming before the Board of Directors, except the President shall vote only to break a tie. Each member of the Executive Committee except the Executive Director and Treasurer shall have one vote on all matters coming before the Committee.