

CHARACTERISTICS AND DUTIES OF THE KSRC BOARD OFFICERS

President-Elect (Three Year Term)

Necessary Characteristics

- Must be an Active Member of the AARC and in good standing
- Must be dedicated and able to commit the time required for fulfilling duties of the office
- Must represent the office and society in a professional manner in appearance and demeanor
- Must have held office as a member of the Board of Directors or Committee Chair

Preferred Characteristics

- Should have the ability to speak before large and small groups
- Should have employer who is supportive of obligations and time commitments involved with office
- Should have active participation in affiliate district

Duties

- The president-elect shall become acting president in the event of the president's absence, resignation, or disability: and shall perform other such duties as shall be assigned by the president or the Board of Directors
- The president-elect: shall act as an ex-officio member of all committees, except the Elections and Nominations Committees

Vice President (One Year Term)

Necessary Characteristics

- Must be an active member of the AARC and in good standing
- Must be dedicated and able to commit the time required for fulfilling duties of the office
- Must represent the office and society in a professional manner in appearance and demeanor

Preferred Characteristics

- Should have employer who is supportive of obligations and time commitments involved with office
- Should have active participation in affiliate district
- Should have had one or more years involvement with the KSRC Board of Directors

Duties

- The vice president shall assume the duties but not the office of the president elect in the event of the president elects absence, resignation, or disability
- The vice president shall be responsible for any duties assigned by the President

Treasurer (One Year Term)

Necessary Characteristics

- Must be active member of the AARC and in good standing
- Must be dedicated and able to commit the time required for fulfilling duties of the office
- Must represent the office and society in a professional manner in appearance and demeanor
- Must possess a strong understanding of basic accounting principles

Preferred Characteristics

- Should have employer who is supportive of obligations and time commitments involved with office
- Should have active participation in affiliate district
- Should have had one or more years involvement with the KSRC Board of Directors

Duties

- The treasurer shall have charge of all funds and securities of the society, endorsing checks, notes, or other orders for payment of bills, disbursing funds as authorized by the BOD and/or in accordance with the adopted budget; depositing funds as the BOD may designate
- The treasurer shall see the full and accurate accounts are kept and submit a written financial report to each meeting of the BOD

Secretary (One Year Term)

Necessary Characteristics

- Must be an active member of the AARC and in good standing
- Must be dedicated and able to commit the time required for fulfilling duties of the office
- Must represent the office and society in a professional manner in appearance and demeanor
- Must possess an understanding of routine roles and functions of secretarial and/or corporate record keeping

Preferred Characteristics

- Should have employer who is supportive of obligations and the time commitments involved with office
- Should have active participation in affiliate district
- Should have had one or more years involvement with the KSRC Board of Directors

Duties

- The secretary shall have charge of keeping the minutes of the BOD meeting, regular business meetings and the annual business meeting, submitting a copy of the minutes of every meeting of the governing bodies and other business of the society to the office of the AARC

Junior Representative (Two Year Term)

Necessary Characteristics

- Must be an active member of the AARC and in good standing
- Must be dedicated and able to commit the time required for fulfilling duties of the office
- Must represent the office and society in a professional manner in appearance and demeanor

Preferred Characteristics

- Should have employer who is supportive of obligations and time commitments involved with office

Duties

- Represent the district from which elected
- Assist the Senior Representative in the process of conducting at least two district meetings per year

Delegate
(Four Year Term)

Necessary Characteristics

- Must be an active member of the AARC and in good standing
- Must be dedicated and able to commit the time required for fulfilling duties of the office
- Must represent the office and society in a professional manner in appearance and demeanor
- Must have had one or more years involvement with the KSRC Board of Directors

Preferred Characteristics

- Should have employer who is supportive of obligations and time commitments involved with office
- Should have active participation in affiliate district

Duties

- Attend all meetings of the House of Delegates and report the activities to the KSRC BOD
- Attend the Annual Business Meeting of the AARC as the representative of the active members of your chartered affiliate
- Furnish the Nominating Committee of the AARC with the names of qualified members for nomination of a AARC BOD office
- At the direction of their Chartered Affiliate, present proposed amendments to the Bylaws Committee
- Perform such other duties of the office as may be necessary or required