# Responsibilities of ASECS Elected and Appointed Board Members

*In addition to those outlined in the Constitution* (Articles V-VI), updated June 2024

Subject to change depending on board and society needs, and federal and state regulations.

**President**

* Chairs Executive Board
* Sets ASECS projects and goals for year in consultation with the Executive Director and Executive Board; appoints working groups, task forces, and/or ad hoc committees to carry out projects; assigns/appoints Executive Board members to various committees/roles across Society
* Schedules, sets agendas (in consultation with the Executive Director), and presides over all Executive Board meetings, including the Annual Executive Board Meeting, generally held the Wednesday before the ASECS Annual Meeting in the spring.
* Chairs, sets agendas (in consultation with the Executive Director), and presides over all Steering Committee meetings, including the annual Steering Committee meeting, usually held in January/February
* Prepares agenda for, and presides over, annual ASECS Business Meeting conducted at Annual Meeting (in consultation with Executive Director)
* Meets regularly with the Executive Director to oversee, plan for, and discuss all aspects of ASECS operations
* Consults with, and sets expectations for, Executive Director in July and conducts Executive Director annual review the following June
* Responds to email and queries from ASECS members
* Consults with ASECS Treasurer as needed
* Liaises with the Program Committee via Executive Director, organizes and/or names Presidential Panels (1-5; these can be new or they can be to show support for existing sessions)
* Delivers Presidential Address at Annual Meeting
* Prepares and submits Presidential Address for publication in SECC
* Prepares Presidential columns for ASECS News Circular (3x/year)
* Optional: Attends ISECS (international meeting usually in July or August) in person or virtually, depending on available funds

**First Vice President**

* Serves on Steering Committee (January/February meeting, and as needed)
* Serves on Finance and Audit Committees
* Attends leadership workshop at ACLS in NYC with Executive Director (September, usually first Monday after Labor Day)
* Works with President and 2nd Vice President
* Takes on ASECS projects as assigned/appointed in consultation with President

**Second Vice President**

* Serves on Steering Committee (January/February meeting, and as needed)
* Assists Executive Director in identifying sessions for ASECS-sponsored sessions at MLA, AHA, etc.
* Takes on ASECS projects as assigned/appointed in consultation with President

**Past President**

* Serves as non-voting member of Executive Board
* Consults with Finance and Audit Committees as needed
* Takes on ASECS projects as assigned/appointed in consultation with President
* Consults as needed with President and Executive Director

**Treasurer**

* Chairs Finance and Audit Committees
* Chairs Development Committee
* Supports Business Office during annual audit
* Serves on Steering Committee
* Prepares Budget (in consultation with Executive Director) and reports on budgetary matters to the Executive Board
* Gives final approval for payment for expenditures that have been authorized by the Executive Director via the accounting system in place (bill.com at present)
* Reviews monthly accounting report from accountants
* Prepares Treasurer Report for News Circular
* Presents Financial Report at Annual Business Meeting

**Parliamentarian**

* Assists the Board in following its bylaws and parliamentary authority
* Advises Executive Director and President on meetings and procedure
* Attends Board and Steering Committee meetings and assists the Meeting Chair to manage meetings
* Functions as Secretary (e.g. takes minutes), in absence of separately appointed Secretary
* Assists the Society on compliance with federal and state rules and regulations
* Assists Executive Director and Nominating Committee in election procedures

**Executive Board Members-at-Large**

In the course of their three-year terms, **Executive Board Members-at-Large** may be assigned to serve on one or more of the following standing committees, including, but not limited to:

* Media and Publications Advisory Committee (one member; this has been a one- or two-year appointment).
* Steering Committee. This service is normally assigned in a Board member’s third year. The Steering Committee normally meets via Zoom for 2 days, usually on the weekend, in January/February
* Committee on Diversity, Equity, Inclusion, and Accessibility. This has been a one- or two-year appointment, assigned in a Board member’s second or third year on the Board

**All Board Members are expected to**:

* Attend the Annual Executive Board Meetings in person which are held on the Wednesday before the Annual Meeting; if a conference is virtual, the dates are determined according to the schedule. The dates and locations of upcoming Board/Annual Meetings are:
  + 2025: Virtual, March 28-29 and April 4-5, 2025 (Virtual Board Meetings on Thursday March 27 and Thursday April 3, half day each)
  + 2026: Philadelphia, April 9-11, 2026 (Board Meeting Wednesday April 8)
  + 2027: Portland, April 1-3, 2027 (Board Meeting Wednesday March 31)
* Attend all other scheduled Executive Board Meetings (all meetings other than the Annual Board meeting are conducted via Zoom, and are generally set some time in advance). On the rare occasion that a board member is unable to attend a meeting, they should inform the President and the Executive Director and take extra care to review the minutes of that meeting.
* Participate in Board Member orientation in their first year (through Zoom); normally orientation will be after July 1 but before Labor Day of the new members’ first year
* Participate in online consultations and occasional special meetings or votes throughout the year. To facilitate participation, Board Members must check email regularly; provide the Business Office with a cell phone number so that they may be advised by text if an important email has been sent or if there is urgent business; and notify the Business Office if they will be unable to read email for an extended period (72 hours or more).
* Volunteer to serve on ad hoc Board Committees and to assist with other Board-sponsored initiatives (e.g. forums, member outreach, or fundraising campaigns)
* Serve as advocates and ambassadors for ASECS

**ASECS Executive Director**

ASECS employees a full-time Executive Director who is the chief administrative officer of the society and is an ex officio member, without vote, of both the Executive Board and the Steering Committee. The Executive Director also serves as ex officio, non-voting, member of all Board-appointed committees. Under direction of the Executive Board, the Executive Director oversees the administration and affairs of the Society and is responsible for the continuing operations of the Society.