

July 2008

TAHIT Board Position Descriptions

All Board Members

- Attend all Board and Membership meetings.
- Complete special projects as assigned by the president
- Recruit coordinators (assistants) for projects, as needed
- Participate in development of overall budget as well as budget for their area of responsibility
- Approve changes to the bylaws after votes

President

- Presides over the activities of all offices and committees
- Presides over Board and Membership meetings
- Monitors use, accounting and handling of association monies and resources
- Acts as association spokesperson, or delegates as appropriate
- Appoints members to Board and Committee positions as required
- Arranges time and place for Board meetings
- Attends committee meetings as requested or necessary
- Oversees development of the annual Board plan

Vice-President

- Serves as the President pro-tempore when the President is not available
- Supports all administrative duties of the President
- Oversees Committee and Board Member progress in executing annual Board plan

Secretary

- Records all decisions of the Board and business of the association
- Disseminates minutes to Board members
- Maintains supplies of stationery and documents
- Serves as official election judge on all matters requiring vote of the general membership
- Selects members of nominating committee for elections and acts as information resource to the committee

Treasurer

- Plans, develops and supervises overall budget for Board approval
- Collects and disburses all funds, with Board approval
- Works in conjunction with all Board members to maintain fiscal accountability
- Prepares quarterly statement of accounts and balance sheets
- Maintains TAHIT checking account and any savings or investment accounts approved by the Board
- Ensures accurate documentation of all financial transactions
- Follows up on billing discrepancies, bad checks, or other financial contacts
- Monitors adherence to budget throughout the year

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Director of Outreach

- Recommends and develops outreach/promotion programs as needed
- Establishes and maintains relationships with hospitals, clinics, private physicians and others to promote TAHIT
- Publicizes TAHIT events
- Maintains TAHIT website
- Recruits sponsors and exhibitors for annual symposium

Director of Professional Development

- Provides direction for the nature of programming and professional development, including the annual symposium
- Directs preparation of professional development budget, approves related expenditures and is accountable for professional development budget
- Directs publicity and promotion of programs

Director of Membership

- Maintains member database and listserv
- Receives and processes membership applications and payment
- Recruits new members
- Solicits and processes membership renewals