

## **VARCDC EXECUTIVE OFFICER DESCRIPTIONS**

### **CHAIR**

The Chair shall preside over all meetings of the V ARCDC. The Chair shall exercise general supervision over all affairs of the Association and assign responsibility aside from the Treasurer for an annual audit or internal review of the financial records. The Chair is considered an ex-officio member of all Committees other than the Executive Committee. The Chair represents the V ARCDC as its Board Member on the Southeastern Association of RC&D Councils. The Chair is responsible for obtaining a door prize or auction item for the SERCDC or NARCDC meetings.

### **VICE-CHAIR**

The duties of the Vice-Chair are to preside over all meetings of the V ARCDC in the absence of the Chair. The Vice-Chair would complete the unexpired term of the Chair in the event that a vacancy occurs. The Vice-Chair is the alternate for the Chair and in the Chair's absence represents the V ARCDC as its Board Member on the Southeastern Association of RC&D Councils.

### **SECRETARY**

The Secretary shall attend all meetings of the Association, record proceedings thereof, and provide copies of the proceedings to the members. The Secretary serves on the Executive Committee and shall attend their meetings. The Secretary will oversee updates or modifications to the VARCDC stationary. The Secretary will modify and update Officer position descriptions as needed. The Secretary will modify and update the V ARCDC operations manual annually at the VARCDC spring meeting and as needed. The Secretary will modify and update the VARCDC directory annually. The Secretary will review all minutes annually and add adopted policies to Policies list for the VARCDC operations manual.

### **TREASURER**

The Treasurer's duties include, but are not limited to, the collection and depositing of all moneys due to the V ARCDC in such banks as directed by the Executive Committee, maintaining an account book, rendering annual and semi-annual statements, as well as, the payment of all bills and any other duties related to financial responsibility as directed by the Executive Committee. The Treasurer will send notices to each standing committee requesting their budget needs prior to the VARCDC fall meeting. The Treasurer is responsible for leading the Executive Committee in the development of the next year's annual budget at the Fall Board Meeting and for collecting annual dues no later than February 15.

## **Secretary support for the CHAIRPERSON of the V ARCDC**

*\*\*\*Italics indicate action for the secretary to take*

The election for officers is held once a year and is for a term of one year. An officer may serve two consecutive terms. Elections are held at the end of each calendar year by voting through mail ballot.

### The CHAIRPERSON

- A. Presides over all meetings of the V ARCDC.
- B. Determines and advises all Councils of all meeting dates, times, locations for Executive Committee and Association meetings.
- C. Represents the V ARCDC as its board member at the Southeastern Association of RC&D Councils' meetings and the National Association of RC&D Councils.
- D. Appoints Committee advisors for all Committees within 30 days of being elected.

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*The first thing that has to be done when you become the VARCDC Chairperson's secretary is to order letterhead and envelopes with your RC&D address at the top. Purchase stamps (if you don't use a meter) and send the bill to the treasurer of the VARCDC.*

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- A. The Chairperson presides over all meetings of the V ARCDC.
  - B. The Chairperson determines and advises all Councils of all meeting dates, times, locations for Executive Committee and Association meetings.
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Executive Committee Meetings - *telephone conference calls are scheduled for Executive Committee meetings. The secretary sets up call by reserving lines with operator, sending notices and agendas for the call, and also getting notes from the call and keeping on file. These notes will be reviewed at the Spring and Fall meetings.*

Association Meetings - there are usually two meetings a year; one in the Spring and one in the Fall

(This information is if you are the chair's secretary but your council is not hosting the meeting; if your council is hosting the meeting see "Steps in OrgJmi7.ing the Annual Spring Meeting")

1. *About a month before the meeting a letter is sent to committee chairs, with a cc to the advisor of the committee, to have reports ready for the meeting.*
2. *About a month before the meeting a letter is sent to the chair of each council with a cc to the coordinator, to have council reports ready for the meeting.*

3. *Draft agenda for business meeting.*
4. *Set up telephone conference executive committee to approve agenda.*
5. *Make reservations at hotel.*
6. *Register for meeting.*

After meeting:

7. *Prepare travel voucher for reimbursement.*
8. *Send thank you letters.*

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C. The Chairperson represents the VARCDC as its board member at the Southeastern and National RC&D meetings.

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1. *Make hotel reservations.*
2. *Make airline/transportation arrangements.*
3. *Send in registration with payment.*
4. *Prepare packet of information for members attending to with them to meeting.*
5. *Upon return, prepare travel voucher for reimbursement.*

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D. The Chairperson appoints Committee advisors for all committees within 30 days of being elected.

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1. *Send letters to advisors notifying them of their appointment.*

In ADDITION:

*At the fall meeting the nominations for officers are approved. After the meeting, send out ballots for officer's election with return envelope addressed to the chair of the nominating committee. The new officers are installed at the spring meeting.*

*At the end of your chairperson's term, send letters to the Southeast Association and National Association with the names and addresses of the new officers.*

*The chair is usually involved with legislative affairs and there will be many mailings to legislatures under his signature.*

**Secretary support for the VICE CHAIRPERSON of the V ARCDC**

*\*\*\*Italics indicate action for the secretary to take*

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**The VICE CHAIRPERSON**

- A. Presides over all meetings of the VARCDC in the absence of the Chairperson.
- B. Completes the unexpired term of the Chairperson in the event that a vacancy occurs.
- C. Is the alternate for the Chairperson and in the Chairperson's absence represents the VARCDC as its board member on the Southeastern Association of RC&D Councils.

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*In the event that the Vice Chairperson must take over the business of the Chairperson, the secretary for the Vice Chair would do the same as if she/he were the secretary for the Chair.*

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