

BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

PRESIDENT

The SECA President is elected by the SECA membership to serve for one-year as President-Elect, two years as President and one year as Immediate Past President. The term of office begins January 1, the beginning of the SECA fiscal year. The SECA President must have served on the Board of Directors of SECA or his/her state affiliate.

Responsibilities:

- To preside at meetings of the Executive Committee, Board of Directors, business meetings and general sessions of the annual conference.
- To provide leadership in the planning and implementing of programs and initiatives which enhance the goals of SECA.
- To establish a working relationship with state affiliate officers.
- To provide support to the Executive Director.
- To serve as the official spokesperson for the organization and represent SECA at state affiliate conferences.
- To set dates, set the agenda and conduct Board meetings.
- To make necessary appointments to Commissions and Committees.
- To plan the agenda of the annual business meeting, in conjunction with the Executive Director.
- To act as a liaison between SECA and the Presidents of other similar organizations.
- To host a transition meeting with the President-Elect and Executive Director at the conclusion of his/her term of office as President.

- To appoint an Ad Hoc Work Group in the second year of his/her term to review and update SECA’s strategic plan.

SECA Presidential Schedule
Term begins January 1, beginning of SECA fiscal year)

Office	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
President-Elect	X	-	-	-	X	-	-	-	X	-
President	-	X	X	-	-	X	X	-	-	X
Immediate Past President	-	-	-	X	-	-	-	X	-	-

PRESIDENT-ELECT

The President-Elect is elected by a vote of the membership and serves as President-Elect for one year before assuming office as President of the Association. The President-Elect must have served on the Board of Directors of SECA or of his/her state affiliate.

Responsibilities:

- To attend all official SECA Board of Director functions, as designated by the President.
- To read and become familiar with SECA procedures, policies, Constitution and By-Laws, financial records and projects.
- To begin communication and establish a working relationship with state affiliate leadership.
- To represent SECA at meetings and conferences as requested by the President.
- To assist the President in implementing SECA programs.
- To attend a transition meeting with the President and Executive Director prior to assuming office as President.

VICE-PRESIDENT

The Vice-President is nominated by the President and confirmed by the Board of Directors prior to assuming office on January 1.

Responsibilities:

- To establish a communication network with state affiliate Presidents and leadership and to provide a report of those communications to the SECA Board of Directors as requested by the President.
- To plan and implement an orientation program for in-coming Board members at the fall Board meeting.
- To represent SECA at meetings and conferences as requested by the President.
- To chair the Leadership Commission.

IMMEDIATE PAST-PRESIDENT

The President assumes office as Immediate Past-President upon conclusion of his/her two year term as President.

Responsibilities:

- To transfer all records and reports to the in-coming President that will be necessary for his/her administration and summarize in writing all the activities of the previous year.
- To file with the SECA office a complete and accurate record of all important business matters, documents and accomplishments of his/her years as President so the history of SECA will continue to be updated and preserved.
- To be available for consultation via phone or mail to the President and Board of Directors.
- To represent SECA at meetings and conferences as requested by the President.
- To serve as chair of the Nominating Committee for two years.
- To serve as Chair of an Ad Hoc Committee on Long Range Planning,, appointed by the President, to review and define a strategic plan for SECA.

SECRETARY

The Secretary serves as the recording officer of SECA. The Secretary must be a member of the Board of Directors and have demonstrated the ability to transcribe and record minutes accurately.

Responsibilities:

- To prepare and/or review the minutes of official meetings of the Board of Directors and to present the minutes for approval to the Board at regular meetings. The minutes of any official meeting should be disseminated to the Board of Directors within three weeks. A copy will also be forwarded to the SECA office.
- To participate in the annual business meeting by presenting minutes from the previous business meeting and recording minutes from the current business meeting.
- To represent SECA at meetings and conferences as requested by the President.

FISCAL OFFICER

The Fiscal Officer is responsible for ensuring the financial oversight of the operations of the SECA office and reporting to the SECA Board of Directors. The Fiscal Officer must have demonstrated expertise in the maintenance of financial records.

Responsibilities:

- To chair the Finance Commission and serve as Board liaison to the Division for Development Committee.
- To work closely with the SECA staff and the Finance Commission in preparation of the annual SECA budget to be presented to the Board of Directors.
- To ensure, in conjunction with the SECA Board and Executive Director, that an amount equal to 6 months operating funds for SECA is maintained in an investment account at all times as an emergency fund.
- To monitor financial reports and to present any and all recommendations from the Finance Commission to the Board of Directors.

- To disseminate written copies of the annual financial report and audit at the annual business meeting.
- To represent SECA at meetings and conferences as requested by the President.

STATE AFFILIATE REPRESENTATIVE

The State Affiliate Representative on the SECA Board of Directors is elected/appointed by his/her State Affiliate and represents that State Affiliate on the Association Board of Directors. Each State Affiliate has one vote on the SECA Board of Directors.

Responsibilities:

- Serve as liaison to the SECA office from the state affiliate and transmit information to the SECA office, including the current state Board roster, the affiliate Board meeting calendar and annual conference information.
- Serve as contact point for information release by forwarding SECA news to the appropriate state person, producing regular SECA articles for the affiliate newsletter and forwarding state affiliate news to the SECA office.
- Serve as liaison to the State Affiliate Board from the SECA office by providing a regular report on SECA at the affiliate Board meetings and/or a personal report to the state affiliate president.
- Coordinate SECA activities at state affiliate annual conference, including scheduling of the SECA representative's appearance at the state conference, receipt of SECA promotional materials to sell or display, notification to SECA office of product inventory to be shipped for sale, and management of the SECA display and sale of merchandise at the conference.
- Maintain contact and visibility with local affiliates/chapters by visiting as many local chapters as possible during his/her term of office.
- Remain visible and accessible to participants at the annual conference. A schedule of required attendance events will be provided by the Executive Director prior to conference.

**State Affiliate Representative Rotational Schedule
Three-Year Term**

STATE	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Alabama	-	-	X	-	-	X	-	-	X	-
Arkansas	-	X	-	-	X	-	-	X	-	-
Florida	-	-	X	-	-	X	-	-	X	-
Georgia	X	-	-	X	-	-	X	-	-	X
Kentucky	X	-	-	X	-	-	X	-	-	X
Louisiana	-	X	-	-	X	-	-	X	-	-
Mississippi	-	X	-	-	X	-	-	X	-	-
N Carolina	X	-	-	X	-	-	X	-	-	X
Oklahoma	-	-	X	-	-	X	-	-	X	-
S Carolina	-	-	X	-	-	X	-	-	X	-
Tennessee	X	-	-	X	-	-	X	-	-	X
Texas	-	X	-	-	X	-	-	X	-	-
Virginia	X	-	-	X	-	-	X	-	-	X
W Virginia	-	-	X	-	-	X	-	-	X	-

* X denotes beginning of term, January 1 of each year

MEMBER-AT-LARGE REPRESENTATIVE

In 1994, the SECA Board of directors created two Member-at-Large positions on the Board to ensure ethnic,/social/cultural diversity and to ensure that the Board is representative of the membership. The Member-At-Large positions are filled by the SECA Board of Directors.

The Member-At-Large must be a member of an ethnic, social or cultural minority that is under-represented on the SECA Board. This representative must have demonstrated the ability to promote practices, procedures and policies consistent with those endorsed by SECA and must become a SECA member if elected to the Board.

Member-at-Large positions cannot be held by individuals from the same state at the same time. A Member-at-Large will serve at least one term with the option of serving a second term as determined by the Board of Directors. These terms may be consecutive.

Responsibilities:

- To convey to the SECA Board of Directors how the Association might be more responsive and knowledgeable of the differing constituencies represented in SECA membership.
- To act as a liaison to other community agencies that share goals and objectives with SECA.
- Remain visible and accessible to participants at the annual conference. A schedule of required attendance events will be provided by the Executive Director prior to conference.

**Member-at Large Rotational Schedule
Three Year Term**

Member at Large #1	-	X	-	-	X	-	-	X	-	-
Member at Large #2	X	-	-	X	-	-	X	-	-	X

*** X denotes beginning of term, January 1 of each year**