

AASH BOARD OF DIRECTORS - JOB DESCRIPTIONS

Board of Directors

The offices of President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, and Regional Directors (Central, East, South, and West) are filled by alumnae/i elected by the Delegate Body of the Associated Alumnae and Alumni of the Sacred Heart at the biennial National Conference.

General Responsibilities

Each board member must:

- **attend the national conference before election and at the close of the biennium and must be able to attend the annual summer meeting of the Board in the year of election and the following year.**
- **have ability to communicate regularly by email.**
- **check and contribute regularly to www.aashnet.org**
- **support the activities of the region.**

President

RESPONSIBILITIES: Chair of the Board of Directors; Editor-in-Chief of all AASH publications and AMASC representative for AASH. Adheres to policies set by the Board of Directors. Carries out AASH values set forth in its Constitution and By-laws, Mission Statement, Goals and Conference resolutions.

- Presides over all meeting of the Delegate Body and Board of Directors. Plans the agenda and supervises any follow-up action that results from the meeting. Gives presentations including the “State of AASH” address to various constituent groups, regional conferences, and the National Conference.
- Oversees and assists in the planning, and attends National and Regional Conferences while working closely with the Regional Directors and the local and national chairpersons.
- Prepares follow-up reports for the incoming President and passes on Constitution and By-laws, Mission Statement, Policies and Procedures and minutes of meetings.
- Writes personal thank you notes to all donors of \$500 or more to the Annual and Endowment appeals.
- Monitors all financial activities of AASH.
- Monitors the AASH National Office in St. Louis.
- Appoints Standing Committees and Ad Hoc Committee chairs and members to fulfill the charges set forth in the Constitution, By-laws, Policies and Procedures, Association Goals, and Conference Resolutions.
- Maintains close contact with the Network of Sacred Heart Schools, the RSCJ Provincial Team in the U.S., and the RSCJ retirement communities.
- Serves as official contact for AMASC.

Vice President

RESPONSIBILITIES: Performs the duties of the President in the event of the absence or disability of the President. Assists the President whenever necessary in the functioning of the AASH. In the event of a vacancy in the office of the President the Vice President succeeds to the office for the remainder of the applicable term.

- Represents the President at any official meetings that she cannot attend.
- Assumes other tasks as directed by the President.
- Assists the Regional Director in her region.
- Orders and signs Christmas greetings to national and international presidents on behalf of the AASH Board.

Corresponding Secretary

RESPONSIBILITIES:

- Updates and distributes the AASH Directory of Member Associations annually.
- Sends out notice of all meetings and conference calls for the Board of Directors and Executive Committee.
- Arranges all conference calls and submits bills for payment of the calls. Researches best rates for the calls.
- Sends composite Regional Director communications to all Past Presidents, Advisory Board members and Committee Chairs.
- Assists the National Office and President with personal alumnae/i correspondence.
- Assists the National Office with the production of AASH National Directory every four years. (2008, 2012, etc.)

Recording Secretary

RESPONSIBILITIES:

- Keeps an accurate written record of all meetings of the Board of Directors and the Executive Committee.
- Provides copies of the minutes of all meetings to the Board of Directors no later than three weeks following such meetings.
- Sends a copy of the minutes to the National Office Director for the National Office and Archives.

Treasurer

RESPONSIBILITIES: Receives all monies belonging to AASH. Is bonded in an amount determined by the Board of Directors. Makes disbursements budgeted or authorized by the Board of Directors.

- Sends out annual dues notices and reports payment.
- Pays AMASC dues annually.
- Balances all AASH accounts and presents financial reports to the Board of Directors and the Delegate Body.
- Secures a bond for the office of Treasurer and National Office Director.
- Arranges for an annual review of finances and filing of Form 990 to the IRS.
- Prepares a budget for the next biennium and submits it to the Finance Committee in accordance with the by-laws. Submits for approval to the Delegate Body at the AASH National Conference.
- Oversees the maintenance of donor records, receipting, and acknowledgement by the National Office Director.
- Pays and reimburses all approved AASH expenses.

Prepares a quarterly financial report detailing all revenues and expenses.

Regional Directors

RESPONSIBILITIES:

- Attends and actively participates in all AASH Board of Director's meetings.
- Prepares and sends Regional Director's letters four times a year, communicating by mail and/or email the business, events and proposals of each AASH meeting to all Heads of Schools, Alumnae/i Directors, Association Presidents and AASH Representatives who are dues paying members of AASH. A copy of each communication is sent to the Corresponding Secretary for distribution.
- Maintains close contact with each association and its AASH Representatives in the region to stay informed of their activities and functions, especially their implementation of National Conference resolutions.
- Seeks new members (associations and individuals) by educating others about the nature and purpose of AASH. Explains the benefits of membership in both the national and international alumnae/i associations to prospective members and helps new associations reach out to their constituency.
- Encourages prompt dues payment by member associations.
- Encourages attendance at all regional and national conferences by reminding each association that it is their opportunity to be heard.
- Organizes the Regional Conference with the help of the chairperson in the host city, runs the business meeting, and gives a regional report at the Regional Conference.
- Emphasizes the importance of the participation of young alumnae/i in AASH and stresses how AASH provides them with networking opportunities.
- Communicates all regional news to the national President and the Publications Editor. Sends name, address and telephone number changes to the National Office and Corresponding Secretary.
- Provides material for and helps maintain regional section of www.aashnet.org.
- Provides a regional report at the National Conference.