



## **AASH BOARD OF DIRECTORS EXPANDED JOB DESCRIPTIONS**

CONSISTS OF: President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Regional Directors: Central, East, South and West, AASH Ambassador, Ex officio: National Office Director. Except for the National Office Director, all of the above 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. The Honorary President is the U.S. Provincial of the Society of the Sacred Heart.

### **General Responsibilities**

Each board member:

1. 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.
2. Attend monthly Board calls by phone/video.
3. Have ability to communicate regularly by email, text and video call.
4. Check and contribute regularly to [www.aash.org](http://www.aash.org) and all AASH social media channels.
5. Support the activities of the region.

### **President**

RESPONSIBILITIES: Chair of the Board of Directors 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, Conference resolutions, and biennium Goals & Actions Plans.

- Presides over all meetings of the Delegate Body and Board of Directors. Plans the agenda and supervises any follow-up action that results from the meetings. Gives presentations including the "State of AASH" address to various constituent groups, regional conferences, and the National Conference.
- Oversees and assists in the planning of and attends National Conference and Regional Meetings while working closely with the Regional Directors and the local and national chairpersons.
- Writes personal thank you notes to all donors of \$500 or more to the Annual and Endowment appeals.
- Oversees the AASH National Office.
- 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.
- Nominating Committee:
- Cor Unum Committee:
- Maintains close contact with the Network of Sacred Heart Schools, the RSCJ Provincial Team in the U.S.-C. Province., and the RSCJ retirement communities.

- Serves as official contact for AMASC.
- Monitors all financial activities of AASH and oversees relationship with financial management company.

### **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.
- Serves as AMASC liaison as needed.
- Orders and signs Christmas greetings to national and international presidents on behalf of the AASH Board.
- Oversees Committees (along with President)
- Serves as chair of task force(s) as specified by President.

### **Corresponding Secretary**

**RESPONSIBILITIES:**

- Updates and distributes the AASH Member Association Handbook & Directory annually.
- Sends out email notices of all meetings and conference calls for the Board of Directors.
- Arranges all conference calls.
- Sends composite Regional Director communications to all Past Presidents and Committee Chairs. Keeps archival copies of same.
- Assists the National Office and President with personal alumnae/i correspondence.
- Helps maintain the website
- Sends eblast messages
- Updates and maintains all AASH social media channels.

### **Recording Secretary**

**RESPONSIBILITIES:**

- Keeps an accurate written and audio record of all meetings of the Board of Directors.
- 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.

## **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.
- Pays National Office rent 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 budget for approval to the Delegate Body at the AASH National Conference.
- Oversees the maintenance of donor records, receipting, and acknowledgement by the National Office.
- Pays and reimburses all approved AASH expenses.
- Prepares a quarterly financial report detailing all revenues and expenses. · Maintains relationship with and helps oversee financial management company.

## **Regional Director**

**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 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.
- 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.
- Maintains/updates Association directory.
- 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.
- Ensures each school in the region forwards a list of new graduates, addresses, email addresses and college choices to National Office.
- Encourages prompt dues payment by member associations.

- Encourages attendance at all regional and national conferences.
- 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 Meeting.
- Emphasizes and recruits the participation of young alumnae/i in AASH.
- Provides material for and helps maintain regional section of [www.aash.org](http://www.aash.org).
- Provides a regional report at the National Conference.
- Mails hand written thank you notes to new donors in the region.
- Holds one social/networking event in the region per year of the biennium.

### **AASH Ambassador**

#### RESPONSIBILITIES

- Attends and actively participates in all AASH Board of Director's meetings.
- Sends hand written thank you notes to all high value donors (\$250-plus).
- Acts as Regional Director if one is unable to fulfill their responsibilities. ·

Acts as liaison/point of contact for AMASC Hospitality Network.

Emphasizes and recruits the participation of young alumnae/i in AASH.

- Encourages attendance at all regional and national conferences.