



**TAASA BOARD OF DIRECTORS POSITIONS
ELIGIBILITY REQUIREMENTS AND JOB DESCRIPTIONS FOR 2013 ELECTION PROCESS
Term Starts in 2014**

PRESIDENT-ELECT

Eligibility Requirements:

- ❑ Current TAASA Organizational or Individual Member for at minimum the past three (3) years
- ❑ A minimum of one term (24 months) elected service on the board of directors. In the absence of a candidate that meets the criteria, the nominations committee will submit a candidate for the position for board approval.
- ❑ Availability to prepare for and attend TAASA conference, board of director and executive committee meetings
- ❑ Leadership, communication and teamwork skills
- ❑ Completed nomination form with signatures for statements regarding “potential conflict of interest” and board attendance and preparation

Job Description:

- ❑ Serve on the executive committee
- ❑ Chair the nominations committee
- ❑ Act in the absence or during the incapacity of the president
- ❑ Perform other such duties as requested by the President or the board

TREASURER

Eligibility Requirements:

- ❑ Current TAASA Organizational or Individual Member for at minimum the past two (2) years
- ❑ A minimum of half a term (12 months) service on the board of directors
- ❑ Availability to prepare for and attend TAASA conference and board of director and executive committee meetings
- ❑ Leadership, communication and teamwork skills
- ❑ Completed nomination form with signatures for statements regarding “potential conflict of interest” and board attendance and preparation

Job Description:

- ❑ Serve on the executive committee
- ❑ Chair the finance committee
- ❑ Act as financial officer on grants when applicable
- ❑ Perform as signatory on checks and drafts when applicable
- ❑ Perform other such duties as requested by the President or the board

REGIONAL REPRESENTATIVES

Eligibility Requirements:

- ❑ Current TAASA Organizational or Individual Member for a minimum of two (2) years
- ❑ Availability to prepare for and attend TAASA conference, board of director meetings and meetings of their TAASA region
- ❑ Leadership, communication and teamwork skills
- ❑ Completed nomination form with signatures for statements regarding “potential conflict of interest” and board attendance and preparation

Job Description:

- ❑ Chair meetings within their TAASA region as charged by the board
- ❑ Report on the regional membership’s interests to the board of directors
- ❑ Perform other such duties as requested by the President or the board

AT-LARGE MEMBERS

Eligibility Requirements:

- ❑ Current Organizational or Individual Member or Supporter Membership.
- ❑ Availability to prepare for and attend TAASA board of director meetings and annual conference
- ❑ Leadership, communication and teamwork skills
- ❑ Completed nomination form with signatures for statements regarding “potential conflict of interest” and board attendance and preparation

Job Description:

- ❑ Serve as liaisons between the membership at large and the board of directors
- ❑ Perform other such duties as requested by the President or the board