

TACE Board Position Descriptions

Updated March 2018

Officers

President

One-year term

The President shall:

- Preside at all meetings of the membership and the Board of Directors.
- Assign members of Board of Directors to chair standing committees unless otherwise designated in the Constitution and By-Laws.
- Review and approve membership of standing committees as recommended by committee chairs.
- Be a member ex-officio of all committees ex-officio, non-voting member of the Board of Directors.
- Recommend to the Board of Directors for approval the slate of officers and directors.
- Appoint a one-year position of Director as needed by the Association, not previously covered by the Constitution and By-Laws.

President-elect

One-year term

The President-elect shall:

- Perform all of the duties of the President in his/her absence and shall serve as President until the next election for that office, should it become vacant. Perform other duties as may be assigned by the President or the Board of Directors
- Serve as Chairperson for the Conference Site Committee.
- Succeed to the office of President, subject to the approval of the Board of Directors.

Vice President of Colleges

One-year term

The College Vice President shall:

- Serve as co-chairperson of the Conference Committee for the annual membership meeting.
- Serve as a liaison representative between the Board of Directors and the college membership.

Vice President of Employers

One-year term

The Employer Vice President shall:

- Serve as co-chairperson of the Conference Committee for the annual membership meeting.
- Serve as a liaison representative between the Board of Directors and the employer membership.

Secretary

One-year term

The Secretary shall:

- Keep all official minutes of meetings of the Board of Directors and general membership.
- Issue notifications as directed by the Board of Directors.
- Provide meeting minutes to the Board of Directors following meetings.

Treasurer

One- or two-year term

The Treasurer shall:

- Keep accurate records of all financial business of the Association.
- Submit a budget for the succeeding year's operation.
- Provide current financial reports at each Board meeting and at the annual business meeting.
- Pay all bills according to the instructions of the Board of Directors.

Past President

One-year term

The Immediate Past President shall:

- Serve as chairperson of the Nomination Committee.
- Serve as a member of the Awards Committee.

Directors

Director of Membership

Two-year term

The Director of Membership shall:

- Review applications for membership and respond to membership inquiries.
- Actively recruit new members for Association membership.
- Serve as Chair of the Membership Committee.
- Provide membership reports during meetings of the Board of Directors and general membership.
- Appoint regional liaisons to serve on the Regional Liaison Committee (*the Regional Liaison Committee plans events in each region of Tennessee: East, Middle and West*).
- Serve as co-chairperson of the Regional Liaison Committee with the Director of Communications.

Director of Communications

Two-year term

The Director of Communications shall:

- Manage all communications for the Association including maintaining the TACE website, editing and distributing the Association's newsletter and creating and sending e-mail event invitations.
- Chair the Communications Committee.
- Serve as co-chairperson of the Regional Liaison Committee with the Director of Membership (*the Regional Liaison Committee plans events in each region of Tennessee: East, Middle and West*).