

TACE Open Board Positions 2018-2019

Updated March 2018

Officers

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.

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.