

## **SECTION D EXECUTIVE BOARD OFFICERS**

### **D-1 Election of Officers**

The officers of FDEA shall be elected as prescribed by the Bylaws. The following pages contain descriptions of the duties of the individual offices, as prepared by Executive Board members previously holding the offices.

### **D-2 Position Title: President**

#### **GENERAL DESCRIPTION:**

As chief Executive Officer of FDEA, the President presides at the general sessions of the annual conference and conducts the Executive Board meetings. The President also approves all undesignated committee chairs and is responsible for keeping all functions of the organization in operation. In addition, the President acts as the organization's spokesperson.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To preside at general sessions of the annual conference and to conduct the Executive Board meetings.
2. To plan and disseminate the agenda for all Executive Board meetings.
3. To approve all undesignated committee chairs and to appoint FDEA members to the Executive Board as needed for specific tasks.
4. To aid other officers and committee chairs in the completion of their tasks and to ensure their tasks and to ensure that critical FDEA functions are completed in a timely manner.
5. To be a spokesperson for FDEA to its membership; to all higher education institutions; to Florida governmental agencies; and to other state, regional, and national education organizations.
6. To maintain FDEA liaison with the National Association of Developmental Education (NADE) and turn in required NADE Chapter Reports to NADE to remain a Chapter in good standing. Dates and forms are specified by NADE on their web site ([www.nade.net](http://www.nade.net)).
7. To approve and sign contracts concerning the annual conference and other meetings as needed.

8. To authorize the expenditure and payment of any FDEA funds that has not been accounted for in the approved FDEA budget.
9. To maintain records of correspondence by the President.
10. To provide for the orderly succession of the presidency of FDEA.
11. To send letters of congratulations to new board members and their community college presidents.
12. To send out thank you letters to board members leaving and their community college presidents.
13. To be sure the Non-Profit Corporation dues are paid yearly before August 15<sup>th</sup>.

### **D-3 Position Title: Vice President**

#### **GENERAL DESCRIPTION:**

The Vice President of FDEA presides at general sessions of FDEA and meetings of FDEA and the Executive Board in the absence of the President.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To act as President when the President is absent.
2. To serve as a member of the Program Committee.
3. To serve as a member of the Bylaws Committee.
4. To submit chapter reports to NADE for the newsletter.
  - The deadline for Late Spring/Early Summer edition is April 15th.
  - The deadline for Fall edition is September 15th.
  - The deadline for Winter edition is January 15th, except when the annual conference falls in February, in which case the deadline is December 15th.
5. To perform other duties as assigned by the President.

**D-4 Position Title: Secretary****GENERAL DESCRIPTION:**

The Secretary is responsible for maintaining the official records/minutes of the organization. The Secretary shall keep all records of FDEA (excluding financial) and shall perform other duties as assigned by the President.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To record the minutes of all Executive Board meetings and mail them to Executive Board members within two weeks after each meeting.
2. To record the minutes of all meetings of the membership including opening and closing sessions of the annual conference.
3. To disseminate copies of any minutes to Executive Board members and/or general membership.
4. To initiate and/or mail any correspondence which may be deemed necessary by the President or President-Elect.
5. To report to the President and the Executive Board.
6. To assemble current lists of the Executive Board members including their college and home addresses, phone numbers, and FAX numbers as soon as possible after elections appointments.

**Additional Notes:**

1. Secretary needs to obtain materials necessary for mailing minutes to Board members, *i.e.*, labels, envelopes, etc. Secretary can be reimbursed for the cost of these items by submitting a receipt to the Treasurer.
2. Secretary should bring several extra copies of minutes from the previous meeting to the next meeting of the Executive Board.
3. Minutes are not read orally at the Executive Board meetings. Each person is expected to have received them prior to the meeting and to present any additions or corrections during the meeting.

4. Any addition or corrections to the minutes are simply stated in the minutes of the current meeting; the minutes to which these changes are made are not retyped.
5. Following the conference, the Secretary summarizes the minutes of the Executive Board meetings and general business meeting into an article for the *Newsletter*.
6. The secretary will mail minutes to board members at least one month prior to the next board meeting.

#### **D-5 Position Title: Treasurer**

##### **GENERAL DESCRIPTION:**

The Treasurer is responsible for all monetary transactions of FDEA and for all financial records. The Treasurer disburses funds as required by the approved budget or as approved by the President. The Treasurer also serves as chairperson of the Budget Committee and performs other related duties as assigned by the President.

##### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To collect moneys for membership fees from prospective members and institutions.
2. To provide a receipt and membership card to each new member.
3. To update information in card file.
4. To appraise the Membership Chairperson of the name(s) and address(es) of the new individual member(s) and/or institutional member(s) so mailing lists can be properly adjusted.
5. To receive and process all pre-conference registrations, which include:  
(Items a & b not needed if using a conference planner)
  - a. Preparing receipts.
  - b. Updating cash log.
  - c. Preparing new membership cards as needed.
  - d. Updating or preparing card for card file.
6. To prepare identification badges (name and college) for each pre-conference registrant.

7. To prepare different colored badges for the Executive Board and Executive Board nominees. (not needed if using a conference planner)
8. To purchase small envelopes (6 x 9) for registration material. (not needed if using a conference planner)
9. To put registrant's name on the front and enclose  
(Items a, b, and d not needed if using a conference planner)
  - a. identification badge,
  - b. receipt for membership and/or conference registration,
  - c. membership card as applicable,
  - d. meal tickets (special food requests noted on ticket of badge).
10. The following materials/equipment should be available for registration:  
(Items b, c, d, e, g, i not needed if using a conference planner)
  - a. typewriter/computer to type membership cards and name tags for those not pre-registered,
  - b. at least two numbered receipt books
  - c. office supplies, i.e., scissors, paper clips, scotch tape, correction fluid, legal pads;
  - d. blank registration forms for on-site conference registrants,
  - e. designs designating registration table location,
  - f. blank membership cards,
  - g. blank name tags,
  - h. membership card file,
  - i. meal tickets.
11. To bring to conference:  
  
Treasurer's report with all current income and expenses (prepared two days in advance), copies of this report to distribute at the Executive Board meeting the evening prior to the beginning of the conference.
12. To deliver at the general business meeting on the first evening of the conference: (Item b not needed if using a conference planner)
  - a. An update of the report presented to the Executive Board,

- b. The number of registrants to date at the conference,
- c. Funds on hand.

13. To deliver at the general business meeting on the last day of the conference:

- a. a closing summary including total number of registrants,
- b. total income,
- c. expenses to date.

#### **D-6 Position Title: Past President**

##### **GENERAL DESCRIPTION:**

The immediate Past President is an ex-officio officer who serves in an advisory and transitional role for the incoming Executive Board.

##### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To serve in an advisory and transitional role.
2. To serve as chair of the Bylaws Committee and work with other members of the Committee to ensure the existing Bylaws are clear and accurate.
3. To fulfill other duties as directed by the President.