

## DUTIES OF THE EXECUTIVE BOARD: PRESIDENT (ELECTED)

Reports to: Executive Board, Representative Council and CAEA Membership

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

### Responsibilities:

1. **Attend all regularly scheduled Representative Council meetings.**
2. **Attend all regularly scheduled Executive Board meetings.**
3. **Write and send “President’s Message” to *Collage* for each issue.**
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.**  
Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members **by January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
5. **Nominate one CAEA member or more to fill an open position on the Board or Council.** You may also choose to run again if your term is up. Please make sure the nomination is turned in to the President-Elect before November 15<sup>th</sup> of each year. In the nomination, PROVIDE ALL CONTACT INFORMATION FOR THE NOMINEE as well as yourself. Make contact with the person and confirm that he/she is willing to accept the position if nominated before turning in the nomination.
6. **Be a part of this leadership team.** At meetings be involved in the ideas and planning of the group. Don’t be afraid to speak up. This is part of your contribution as an elected member of the Board.
7. Preside over all meetings of the Executive Board, Representative Council and general membership.
8. Appoint the chairperson and members of all special and standing committees with Board approval.
9. Establish through the Board and Council the professional goals and program for CAEA.
10. Inform the membership of the activities and concerns of the Board, the Council and NAEA.
11. Appoint the annual Fall Conference Committee Chair.
12. Be responsible for overseeing and managing the organization.
13. Be responsible for the preparation of the agenda for all CAEA business meetings.
14. Appoint CAEA’s representative to the NAEA state’s assembly.
15. Appoint CAEA members to fill office vacancies for the remainder of terms of office on the representative council.
16. Shall appoint and work closely with fall conference committee chair; oversee workshop/presentation proposals including solicitation, review, confirmation and communication of presenters for workshop/presentation proposals; secure keynote speaker; and develop and complete fall conference scheduling.
17. Shall work closely with fall conference task force chairpersons.
18. Shall appoint and work closely with spring conference committee chair(s).
19. Work closely with Executive Board.

## **DUTIES OF THE EXECUTIVE BOARD: PRESIDENT ELECT (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

### **Responsibilities:**

- 1. Attend all regularly scheduled Representative Council meetings.**
- 2. Attend all regularly scheduled Executive Board meetings.**
- 3. Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
- 4. Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members by **January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
- 5. Nominate one CAEA member or more to fill an open position on the Board or the Council.** You may also choose to run again if your term is up. Please make sure the nomination is turned in to the President-Elect **before November 15<sup>th</sup>** of each year. In the nomination, PROVIDE ALL CONTACT INFORMATION FOR THE NOMINEE as well as yourself. Make contact with the person and confirm that he/she is willing to accept the position if nominated before turning in the nomination.
- 6. Be a part of this leadership team.** At meetings be involved in the ideas and planning of the group. Don't be afraid to speak up. This is part of your contribution as an elected member of the Board.
7. It shall be the duty of the President-Elect to assume the duties of President in the absence or vacancy in that office.
8. Shall assist President with fall conference workshop/proposal scheduling.
9. Shall secure and schedule ten artists for fall conference master classes.
10. Shall prepare a slate of candidates for CAEA elections to present for approval at the December meeting.
11. Shall be responsible for ballot distribution, collection of completed ballots and tabulation of elections results.
12. Work closely with Executive Board.

## **DUTIES OF THE EXECUTIVE BOARD: VICE-PRESIDENT (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

### **Responsibilities:**

- 1. Attend all regularly scheduled Representative Council meetings.**
- 2. Attend all regularly scheduled Executive Board meetings.**

3. **Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members **by January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
5. **Nominate one CAEA member or more to fill an open position on the Board or Council.** You may also choose to run again if your term is up. Please make sure the nomination is turned in to the President-Elect before November 15<sup>th</sup> of each year. In the nomination, PROVIDE ALL CONTACT INFORMATION FOR THE NOMINEE as well as yourself. Make contact with the person and confirm that he/she is willing to accept the position if nominated before turning in the nomination.
6. **Be a part of this leadership team.** At meetings be involved in the ideas and planning of the group. Don't be afraid to speak up. This is part of your contribution as an elected member of the Board.
7. Shall assist the President in coordinating meetings and conferences.
8. Shall be responsible for monitoring CAEA website and communicating with web administrator to insure it is appropriately updated and contains only the appropriate content.
9. Work closely with Executive Board.

#### **DUTIES OF THE EXECUTIVE BOARD: TREASURER (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

#### **Responsibilities:**

1. **Attend all regularly scheduled Representative Council meetings.**
2. **Attend all regularly scheduled Executive Board meetings.**
3. **Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
4. **Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members **by January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
5. **Nominate one CAEA member or more to fill an open position on the Board or Council.** You may also choose to run again if your term is up. Please make sure the nomination is turned in to the President-Elect **before November 15<sup>th</sup> of each year**. In the nomination, PROVIDE ALL CONTACT INFORMATION FOR THE NOMINEE as well as yourself. Make contact with the person and confirm that he/she is willing to accept the position if nominated before turning in the nomination.

6. **Be a part of this leadership team.** At meetings be involved in the ideas and planning of the group. Don't be afraid to speak up. This is part of your contribution as an elected member of the Board.
7. Shall be responsible for all financial accounting and monies for CAEA; and shall maintain written records thereof.
8. Under the direction of the Executive Board and/or Representative Council the Treasurer shall disburse all monies for which CAEA is liable.
9. Shall prepare financial reports for presentation to and approval by the Executive Board and Representative Council at each regularly scheduled Executive Board and Representative Council meeting.
10. Shall be responsible for preparation of yearly income tax documents including form 990.
11. Work closely with Executive Board.

### **Jobs List**

12. Maintained regular operating treasurer duties including writing checks, making bank deposits, answering financial inquiries, etc
13. Work at conference
14. Created treasurer Standard Operating Procedures.
15. As needed updating of the Expense Reimbursement Form to access within Wild Apricot.
16. Suggested and is using a CAEA Treasurer specific email address to better keep track of current needs and requests from the organization.
17. Regular meeting attendance.
18. Assisted in reclaiming nonprofit 501(c)(3) status after 990 Form missed filling in 2015 before fall conference.
19. Assisted with other miscellaneous CAEA operations including assisting manipulate Excel for 2015 conference program book and scheduling which reduced the required amount of time spent by other officers.
20. Offered accounting and financial feedback for implementation of policies and future procedures including use of bank accounts, use of paypal, use of financial operations within Wild Apricot, re-affiliation with NAEA, and more.
21. On an ongoing basis, has created reference materials, instructions, and notes for future Treasurers to be able to use to continue productive financial operations.
22. Compared various Quickbooks versions and other accounting programs for the best fit to use for the organization.
23. Ensured that the chosen Quickbooks platform would be able to be used by the CAEA Accountant as well as best serve the operations of the organization.
24. Completed transfer through 2014 of historical data into the new Quickbooks platform.
25. Manually entered every 2015 financial transaction into Quickbooks program to be able to complete 2015 tax reporting
26. Created a new Chart of Accounts to best serve the organization operation while adhering to regular accounting practices.
27. Removed 1,200+ incorrectly saved recurring transactions from the Quickbooks program to be able to adjust the Chart of Account saved within the program.
28. Reviewed past year's financial data for accuracy and to determine the best and most efficient ways to accurately report financial information.

29. Linked all current CAEA accounts (bank accounts and Paypal account) to Quickbooks so that Quickbooks will automatically see financial transactions as they occur which will eliminate the need to manually enter every transaction after it occurs. This will also assist in giving the organization a “real-time” picture of the all financial operations.
  30. Reclassified 1000+ paypal transactions and fees (covering the period October, September, and a portion of August) so they correspond to their correct accounts.
  31. Will manually enter all paypal transactions and fees for the period beginning 1/1/16 thru the incomplete portion of August to accurately reflect revenues earned by CAEA.
  32. Created a historical summary of expenses for 2015 to be used for budgeting purposes.
  33. After set-up of accounts and bringing information to date for all of 2016 transactions that have already occurred, will maintain Quickbooks accuracy with assigning regular transactions to correct accounts.
  34. Correcting the check writing process with use of printing and cutting checks within Quickbooks.
  35. Continually operating under the goal to improve the transparency of the Treasurer position as well as the overall CAEA financial position, create a system the would easy to maintain after initial set-up, and create a platform where financial reporting is easy, simple, and can be used to further improve CAEA’s mission.
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#### **DUTIES OF THE EXECUTIVE BOARD: SECRETARY (ELECTED)**

Reports to: President and Executive Board

**Purpose:** Plan, implement and lead all actions and activities that pertain to advancing the mission of CAEA.

#### **Responsibilities:**

- 1. Attend all regularly scheduled Representative Council meetings.**
- 2. Attend all regularly scheduled Executive Board meetings.**
- 3. Write and send an article to *Collage*.** This can take many forms, including sharing a great lesson. Make sure to note what issue in the year you signed up to submit a piece for so you get it in before the deadline.
- 4. Nominate at least one person, business, and/or institution for the annual CAEA Awards.** Material to do so is located in the awards portion of your CAEA binder. The awards packet must be completed and turned in by elected board members by **January 31<sup>st</sup> of each calendar year**. It may be turned in at any time before this date. Complete information is also available on the website, [www.caea-colorado.org](http://www.caea-colorado.org)
- 5. Nominate one CAEA member or more to fill an open position on the Board or the Council.** You may also choose to run again if your term is up. Please make sure the nomination is turned in to the President-Elect **before November 15<sup>th</sup> of each year**. In the nomination, PROVIDE ALL CONTACT INFORMATION FOR THE NOMINEE as well as yourself. Make contact with the person and confirm that he/she is willing to accept the position if nominated before turning in the nomination.

6. **Be a part of this leadership team.** At meetings be involved in the ideas and planning of the group. Don't be afraid to speak up. This is part of your contribution as an elected member of the Board.
7. Shall notify Representative Council and Executive Board of all meetings.
8. Shall record the minutes of the Representative Council, Executive Board and all general meetings.
9. Shall prepare copies of minutes of all above meetings for appropriate dissemination. Copies are sent by e-mail to all Board and Council members.
10. Shall conduct CAEA correspondence.
11. Work closely with Executive Board.