

Responsibilities of the Executive Officers of the Association of Outdoor Recreation and Education

President

The President shall be the chief administrative officer and shall preside at all the meetings of the Association and the BOD, including the preparation of agendas. The Annual Business Meeting agenda, is prepared by the President and must be approved by 2/3 vote of the BOD. Any legal and financial documents must be approved by the President and another designee of the BOD as required by law or stated in the bylaws. In the event or need of a special meeting the President designates the time and place.

In addition to the duties in the bylaws:

The President shall:

Act as point person for national office and communicate to the BOD

- Receive and process scheduled reports
- Outline expectations and responsibilities with national office
- Facilitate the creation of goals, objectives, and timelines for the national office and review with BOD
- Quarterly assessments of national office performance, utilizing evaluation tool regularly
- Evaluate quality and timeliness of information received in reports
- Maintain regular dialogue with frequency not less than once a week
- Send out a monthly report with information to the BOD that includes updates, new developments, and additional information outside of BOD meetings
- Act as liaison to vendors and agencies
- Participate and serve on the executive committee

Vice President

The Vice President shall be responsible for organizing and overseeing annual elections, Association documents (for example BOD meeting minutes, By-laws and Goals and Objectives) and committees. In addition, in the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President.

The Vice President shall solicit and present a slate of nominees for the vacancies on the BOD. Nominations for the BOD will be made by submitting a nomination form to the Vice President at least 24 hours prior to the annual business meeting held at the AORE Conference. Absentee ballots should be organized 45 days before the annual business meeting and will be collected by the day before the meeting. If any members are voting by proxy for other members the Vice President is responsible for recording those members and their votes.

In addition to the duties in the bylaws:

The Vice President Shall:

- Conduct elections in accordance with Robert's Rules of Order
- Assist President with parliamentary procedures in meetings
- Manage the BOD listserv and online document archives
- Maintain Association's archives
- Maintain new BOD member orientation documents
- Maintain yearly master calendar
- Participate and serve on the executive committee

Secretary

The Secretary shall be responsible for keeping minutes of all meetings of the Association and BOD, and see that all notices are duly given in accordance with the provision of these bylaws or as required by law and for forwarding all Association documents to the Vice- President. In the absence of the President and Vice President, or in the event of their inabilities or refusals to act, the Secretary shall perform the duties of the President.

In addition to the duties in the bylaws:

The Secretary shall:

See that all notices are duly given in accordance with the provision of the By-laws or as required by law

- Bylaw adaptation notices, election results, to be delivered to membership in 24 hours
- Support vice president in election process and adherence to regulations

Treasurer

The Treasurer shall be responsible for the oversight of the Association's funds and securities. The Treasurer shall present a financial and membership report at the Association's meeting and at other times as appropriate. The Treasurer shall be responsible for developing and submitting the proposed annual budget of the Association to the outgoing BOD for recommendations and to the incoming BOD for approval prior to the end of the fiscal year, and shall perform all acts incident to the position of Treasurer as specified by the BOD. In the absence of the President, Vice President, and Secretary, or in the event of their inabilities or refusals to act, the Treasurer shall perform the duties of the President.

In addition to the duties in the bylaws:

The Treasurer shall:

Act as the financial liaison to national office

- Review and present monthly reconciliation of accounts and ledgers
- Evaluate quality and timeliness of the national office financial reports
- Collaborating with national office in development of financial, membership, and annual budget reports
- Work in conjunction with the national office and executive committee to further the Association's investments

Past President

The immediate Past President of the BOD shall continue to serve on the BOD in the role of Past President for a period of one (1) year immediately following his/her term as President. If the past president has not completed his/her elective term as a Director on the board, he/she will continue to have voting privileges. If the past president's term as a Director on the board has expired, he/she will serve in an ex officio capacity as an advisor to the BOD.