

SECTION D
Executive Officers Position Descriptions

- 1 President
- 2 President-Elect
- 3 Vice-President, Program Development
- 4 Vice-President-Elect, Program Development
- 5 Vice-President, District Affairs
- 6 Secretary
- 7 Treasurer
- 8 Counselor

PRESIDENT

Eligibility:

Has served as President-Elect and previously as a member of the OAFCS Executive Board

Length of Term:

1 year (previous year served as President-Elect; next year will serve as Counselor)

Overall Responsibilities:

- 1. Serve as a president/chair of the following:
 - 1. State Organization
 - B. Executive Board
 - C. Executive Committee
- 2. Serve as a member of the following:
 - A. Annual Meeting Committee
 - B. Finance Committee
 - C. Marketing Committee

3. Serve as a delegate and Chair, Ohio delegation, to the AAFCS Senate
4. Approve the payment of bills authorized by Executive Board; sign checks
5. Send email (official call) to the Executive Board at least 30 days in advance of Board meetings
6. Instruct the President-Elect in the duties of the presidential office
7. Appoint an auditor who is a C.P.A. to audit the books
8. Serve as OAFCS deputy treasurer
9. Appoint one Board member, preferably a District President, to serve on Finance Committee
10. Serve as liaison officer with AAFCS
11. Appoint a parliamentarian

Suggested Calendar of Activities:

June

1. Attend AAFCS Annual Meeting, including AAFCS Assembly and Affiliate President's Unit meetings.
2. Set up Newsletter schedule (i.e. time lines, procedures, etc.) and discuss with newsletter editor.
3. Communicate AAFCS Legislative priorities to Public Affairs Chair. Decide if committee is needed to set priorities; set up network, if desired, or plug into existing networks; and determine extent of OAFCS legislative activity.
4. Work with Handbook Chair to prepare OAFCS notebook revisions for August Board distribution.
5. Plan with Counselor for transition activities.

July

1. Send notice of Executive Board meeting one month prior to August meeting date to Board members. Include minutes of last Board meeting. Request items for agenda. Announce meeting dates for the term August through August meetings.
2. Become familiar with insurance policies.
3. Check Teacher of Year Award with Elementary, Secondary, and Adult Education (ESAE) Chair to determine if recipient will be recognized at Vocational Teacher Conference.
4. Review Student Unit Section membership situation. Work with SU Officers on membership drive
5. Activate Bylaws committee.
6. Check with Treasurer on status of AAFCS Life Members (but not OAFCS Life Members).

7. Consult Counselor in preparing agenda for August Executive Board meeting and planning.

August

1. Executive Board Meeting
 - A. Preliminary plans for Annual Meeting
 - B. Orient Board members
2. OVA/Vocational Teachers' Meeting
3. Send APU reservations to AAFCS and hotel, if appropriate.

September

1. Review names for possible officers with District Presidents, President-Elect, Counselor, and Chair, Nominating Committee
2. Meet with incoming President-Elect to discuss roles and responsibilities and to think about overall direction of organization for upcoming year.

October

1. Send notice of Executive Board meeting one month prior to November meeting date to Board members. Include minutes of last Board meeting. Request items for agenda.
2. Check on Student Unit membership progress. Encourage professionals to become mentors to OAFCS Student Unit members.
3. Review Newsletter costs.
4. Check Nominating Committee progress since slate is to be approved at November Board meeting.
5. Bylaws revisions ready for November Board Meeting.

November

1. Executive Board meeting
 - A. Finalize program for Annual Meeting
 - B. Approve slate of officers
 - C. Review proposed Bylaws revisions, as necessary
2. Check with Treasurer regarding audit progress. Appoint C.P.A. to audit books of the state treasurer, district treasurers, and annual meeting finance committee.

December

1. Check with Vice-President, District Affairs on ballot printing and mailing.
2. Bylaws revisions sent to Handbook Chair for CD update for following year. (as necessary)

January

1. Send notice of Executive Board meeting one month prior to February meeting date to Board members. Include minutes of last Board meeting. Request items for agenda.
2. Proposed budget reviewed by Finance Committee.
3. Prepare report for AAFCS - Resolutions for AAFCS consideration.

February

1. Executive Board Meeting
 - A. Approve Program of Work
 - B. Approve proposed budget
 - C. Approve resolutions, as necessary

March

1. Send notice of Executive Board meeting one month prior to April meeting date to Board members. Include minutes of last Board meeting. Request items for agenda.
2. Begin senator slate list (Counselor, President, President-Elect).

April

1. Executive Board meeting at Annual Meeting.
2. Attend Annual meeting.
3. Send notice of Executive Board meeting one month prior to May meeting date to Board members. Include minutes of last Board meeting. Request items for agenda.
4. Plan with President-Elect for transition activities.
5. Develop plans for involving members in AAFCS responsibilities. (Names have been suggested on evaluations and Program of Work reports.)
6. Send Annual Report form to your Program of Work Committee for their report for the last year. Send compiled final Annual Report to AAFCS to document the actions taken in your term in office.
7. Send senator list to AAFCS.
8. Send Affiliate Officer Update form to AAFCS. AAFCS should send you current form.

May

1. Executive Board Meeting
 - A. Preparation for AAFCS Annual meeting
 - B. Follow up of Annual Meeting plans for next year Annual Meeting.

PRESIDENT-ELECT

Program of Work Committee, Chair

Eligibility:

Has served or is serving as a member of the OAFCS Executive Board

Length of Term:

3 years (elected annually)

Year 1: President-Elect, Program of Work Committee Chair

Year 2: President

Year 3: Counselor

Overall Responsibilities:

1. Serve as a member of the following:
 - A. Executive Board
 - B. Executive Committee
 - C. Program of Work Committee
 - D. Membership Committee
 - E. Finance Committee
 - F. Public Relations

2. Preside in the absence of the president.

3. Shall become president upon removal or resignation of president.

4. Attend State President's Unit of AAFCS.

5. Serve as a senator and Vice-Chair, Ohio delegation, to the AAFCS Senate.

6. Be responsible for updating officers notebooks and passing notebooks to new officers. Coordinate changes with Handbook Chair.

7. Member of Finance Committee.

8. Member of Public Relations Committee.

9. Serve as Chair of the Program of Work Committee
Work with either professional section chairs, odd years, or subject matter chairs, even years. (i.e., Subject Matter Chairs are appointed in "even" years (2008-09) by the President and are responsible for the 2009 Program of Work and 2010 Annual Meeting).

10. Compile the report for Program of Work.

Suggested Calendar of Activities:

June

1. Attend AAFCS Annual Meeting, including AAFCS Senate and Affiliate President's Unit meetings.
2. Meet with president regarding forthcoming year goals and projects.

July

1. Develop Strategic Plan for future years as needed.

August

1. Attend Executive Board meeting

September

1. Make plans to attend President-Elect meeting in fall. This meeting is sponsored by AAFCS to orient incoming Presidents.

October

1. Attend APU (Affiliate President's Unit) meeting or Regional APU meeting, as appropriate.

November

1. Attend Executive Board meeting
2. Meet with Program of Work Committee, solicit POW from each board member

December

1. Set dates for Executive Board meetings for your term as President.

January

1. Meet with Finance Committee

February

1. Attend Executive Board meeting
2. Meet with Program of Work Committee
3. Present POW for board approval

March

1. Present approved POW to Annual Committee Chair for distribution at Annual Meeting.

April

1. Attend Executive Board meeting
2. Attend Annual meeting
3. Prepare POW and solicit annual reports from board members

April/May

1. Name persons as chairs of Subject Matter, Professional Sections, Standing Committees, and Ad Hoc Committees, as appropriate. Update Executive Board directory. Establish a new Executive Board Calendar.

May

1. Attend Executive Board meeting
2. Complete AAFCS Officer Update form
4. Prepare POW send copy to board members.

VICE-PRESIDENT, PROGRAM DEVELOPMENT
Annual Meeting Committee, Chair

Eligibility:

Has served on the OAFCS Executive Board or as an elected officer of a district

Length of Term:

1 year (previous year served as Vice-President-Elect, Program Development)

Overall Responsibilities:

1. Serve as member of the following:
 - A. Executive Committee
 - B. Executive Board
2. Serve as the Chair of the Annual Meeting Committee
 - A. Work with professional section chairs, even years ; or subject matter chairs, odd years (i.e., Subject Matter Chairs are appointed in “even” years (2008-09) by the President and are responsible for the 2009 Program of Work and 2010 Annual Meeting).
3. Participate in other committee work as assigned

VICE-PRESIDENT-ELECT, PROGRAM DEVELOPMENT
Annual Meeting Committee, Chair-Elect

Eligibility:

Has served on the OAFCS Executive Board or as an elected officer of a district

Length of Term:

2 years (elected annually)

Year 1: Vice-President-Elect

Year 2: Vice-President, Annual Meeting Chair

Overall Responsibilities:

1. Serve as member of the following:
 - A. Executive Committee
 - B. Executive Board
 - C. Annual Meeting Committee
2. Participate in other committee work, as assigned
3. Set Annual Meeting site for next year as approved by the Executive Board. The following rotation will be used.

2005	NW	(District A)
2006	Central	(District D)
2007	NE	(District C)
2008	Central	(District D)
2009	SW	(District B)
2010	Central	(District D)*
2011	NE	(District A)
2012	Central	(District D)

4. Participate in other committee work, as assigned.

5. * Annual Meeting will be in conjunction with AAFCS Annual Meeting in Cleveland, Ohio
VICE-PRESIDENT, DISTRICT AFFAIRS

OAFCS Nominating Committee, Chair

Eligibility:

Has served on the OAFCS Executive Board or as an elected officer of a district

Length of Term:

2 Years (elected in even-numbered years)

Overall Responsibilities:

1. Serve as member of the following:
 - A. Executive Committee
 - B. Executive Board
 - C. Membership Committee
2. Serve as the Chair of the OAFCS Nominating Committee

- A. Work with elected representative from each district to obtain slate of officers with 2 per office. Review Section E for District position guidelines.
 - B. Present a slate of officers for the elected state and district officers at the November board for approval
 - C. Accept nominations from district nominating committees for state and district officers
3. Prepare ballot for printing and mailing by February 1. Coordinate ballot information with the President and Newsletter Editor.
 4. Report outcome of the election in writing to the Executive Board, Newsletter Editor and Listserve chair.
 5. Participate in other committee work, as assigned

SECRETARY

Eligibility:

Active or emeritus status membership in AAFCS/OAFCS

Length of Term:

2 Years (elected in even-numbered years)

Overall Responsibilities:

1. Serve as member of the following:
 - A. Executive Committee
 - B. Executive Board
2. Preserve the records of all official action and policy decisions
 - A. Maintain an organized file of minutes and other appropriate records. Minutes from current and previous year should be in a notebook or CD to be passed on to the next Secretary. Older records are to be filed/archived.
 - B. The following should be filed with the minutes:
 1. Meeting Agenda
 2. Attendance Roster
 3. Motion Cards, if used
 4. Committee Reports
 5. Any written materials distributed to board members
 - C. Minutes should be filed within a timely manner after the meeting.
 - D. New, changed, or deleted policies or procedures approved by the Board should be recorded in the minutes. Include date to be effective and rationale. Provide copy to President-Elect to update officers' notebooks.

3. Submit a concise recording of the proceedings for all meetings to the Executive Board members at least 30 days prior to the next scheduled meeting. The minutes should be included in the mailing/e-mail in which the President informs members of the next meeting.
 - A. Minutes should identify date, time, place, and type of meeting
 - B. Recording attendance is simplified by having a roster typed with each Board member's full name and position held. Circulate the typed roster at each meeting for members to initial. This procedure also prevents misspelled names.
 - C. First and last names should be used together throughout the minutes for clarity.
 - D. Ask each member on the agenda to submit/email a report or summary before the meeting, for use in preparing the minutes.
 - E. Minutes from the previous meeting will be emailed before the scheduled meeting for approval.
 - F. Minutes of the year's Annual Business Meeting are to be distributed and approved at the next Annual Business Meeting.
4. Keep an accurate history of the Association
 - A. Maintain copies of state and district events, can be on a CD
 - B. Maintain copies of any programs, talks, news clippings, etc. on a CD
 - C. Maintain copies of all newsletters, can be on a CD
5. Submit a yearly historical report
 - A. Prepare a report to maintain brief historical record (use Annual Report Form/CD)

TREASURER

Eligibility:

Active or emeritus membership status in AAFCS/OAFCS

Length of Term:

2 Years (elected in odd-numbered years)

Financial Records:

1. General Funds (Checking and Savings Accounts)
2. Reserve Funds (CD's or other investments)
3. OAFCS Scholarship Fund
4. HEHC Scholarship Fund
5. Helen Strow Travelship Fund

Responsibilities:

1. Serve as a member of the following:
 - A. Executive Committee
 - B. Executive Board
2. Serve as chair of the Finance Committee
Serve as member of Finance Committee for one year after term of treasurer has been completed
3. Serve as a liaison to District Treasurers
4. Pay requests for payments and other bills within two weeks after receiving a completed Expense Payment Form. If a EPF is submitted online, a typed name will constitute a valid signature.
5. Reconcile bank statements monthly
6. Prepare accounts payable when necessary (i.e. P.O. at Annual Meeting) and monitor closely. The OAFCS Invoice is online.
7. Monitor expenditures as per current Operating Budget and report to the Executive Committee
8. Submit all records for tax reports (IRS 1099 and all Federal and State tax) in January;
9. Prepare and distribute financial reports for OAFCS Executive Board meetings using Quicken or QuickBooks Accounting Program at each meeting. (Total Assets/Net Worth, Quarterly Reports and End of Year Report)
10. Prepare Operating Budget along with Finance Committee and present at February Board Meeting and Annual Meeting for approval.
11. Monitor insurance plans (Bonding and Property/Bodily Liability)
12. Upon taking office:
 - a. Change signature cards at Huntington National Bank and any investment addresses
 - b. Purchase "For Deposit Only" signature stamp
 - c. Stock up on stamps, OAFCS letterhead and envelopes, return address labels, Expense Payment request Forms, and checks when necessary

Monthly Schedule: (Fiscal year is November 1 to October 31)

November

1. Begin a new fiscal year. Check with district treasurers to send financial records for audit by December 15
2. Request proposed budgets from Executive Board members. Due December 15
3. Confirm date, time, and location of January Finance Committee meeting with President and Committee

December

1. Have all State records/books compiled and District records/books turned in by December 15
2. Have all financial statements reconciled by each month for the Fiscal Year.

January

1. Complete IRS 1099 (Misc. Income) forms for anyone receiving payment of \$600 or more
2. Prepare operating budget for next fiscal year following Bylaws procedure
3. Meet with and act as chair (if appointed by President) of the Finance Committee to prepare budget.
4. Turn all State and District financial records to CPA for audit by January 15.

February

1. Present Operating Budget for the next fiscal year for approval of the Executive Board
2. Report to Executive Board status of State and District Records sent to CPA.

April

1. Present treasurer's report and Operating Budget for next fiscal year at Annual Meeting (Proposed Operating Budget for next fiscal year will be distributed to every member at the annual meeting for membership approval.)

June/July

1. Prepare financial records for the new treasurer at end of current treasurer's term
2. Check accountants report and report audit results at the next Executive Board Meeting. Copies are given to State officers and District treasurers. Return all District records/books to current District Treasurer.

August

1. Pay scholarship payment directly to college or university. Send recipient copy of payment
2. Pay FCCLA Scholarship directly to college or university. Send recipient copy of payment

September

1. Send letter to District Treasurers outlining timeline for preparing District records/books for audit/compilation

October

1. Pay District dues reimbursements using AAFCS total membership list and verification of district number from OAFCS Membership Chair at \$1.75 per member. **
2. Prepare end of fiscal year report for audit/compilation. (By order of the OAFCS Executive Board, substantial penalties may be imposed for late submission of the annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)
3. Pay Home and Community Scholarship fund. \$0.50 per member as of September membership**
4. Contact accountant to do IRS tax forms and audit. Verify accountant with President

** These can be paid in November if numbers are not available in time for end of year.

COUNSELOR

Eligibility:

Has served as President and President-Elect, in addition to having served previously on Executive Board

Length of Term:

1 year (previous year served as President, year prior to that as President-Elect)

Overall Responsibilities:

1. Serve as member of the following:
 - A. Executive Committee, without vote*
 - B. Executive Board, without vote*
 - D. Finance Committee*
2. Advisor to the President

*Since the Counselor is without a vote on these committees, he/she is not at liberty to make or second a motion.