

BOARD MEMBER RESPONSIBILITIES

Every Board Member has responsibilities and duties at the Annual Conference. It is the duty of each Board Member to be familiar with their responsibilities and to carry out their duties without unnecessary supervision or reminders.

ALL BOARD MEMBERS

- ◆ To be an HSCG Ambassador to all in attendance, including being available for members, personally speak to as many as possible.
- ◆ Be prepared for and attend Annual Meeting.
- ◆ Attend all HSCG conference events.
- ◆ Follow Board Protocol at all times.
- ◆ Record all member questions or concerns.
- ◆ Introduce Speakers as assigned by the HSCG Board Secretary.
- ◆ Generally help as needed, subject to requests by Conference Director.

PRESIDENT

- ◆ Give welcome address to conference attendees at start of conference.
- ◆ Introduce Keynote Speaker.
- ◆ Present the President's Report at the Annual Meeting.
- ◆ Serve as Chairperson of the Annual Meeting, unless someone else has been appointed by Board of Directors.
- ◆ Present Awards at Awards Dinner.
- ◆ Assign duties at the Conference to members of the Board, as needed.

VICE PRESIDENT

- ◆ Fill in for and/or assist President as needed.

SECRETARY/TREASURER

- ◆ Oversee the check in and record members arriving for Annual Meeting
- ◆ Verify if a quorum as been met for the Annual Meeting.
- ◆ Take Minutes at the Annual Meeting, in accordance with the HSCG Minutes Policy.
- ◆ Assign board members to introduce Conference Speakers.
- ◆ Present Treasurer's Report at the Annual Meeting.

Approved June 30, 2009
by the Board of Directors

History:

June 30, 2009	(v1) Original Publication Date
Feb 24, 2010	(v2) Revised to delete sentence under "Policies, Procedures and Bylaws Committee Chair" that refers to RRO questions.
Oct 7, 2013	(v3) Amended to include name change and to update specific responsibilities.
May 4, 2018	(v4) Removed reference to Committee responsibilities; reformat.
2022	(v5) Reviewed with minor updates.