

ORGANIZATIONAL POLICY

June 30, 2009 (v4)

ANNUAL CONFERENCE 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

- ◆ Be available for members and personally speak to as many as possible.
- ◆ Sit at different tables and with different people at each meal (when not otherwise obligated).
- ◆ Be prepared for and attend Annual Meeting.
- ◆ Attend Awards Dinner.
- ◆ Make an appearance at each special event.
- ◆ Be a representative of the HSCG at all times.
- ◆ Follow Board Protocol at all times.
- ◆ Record all member questions or concerns.
- ◆ Introduce Speakers as assigned by Conference Director.
- ◆ Generally help as needed, subject to requests by Conference Director.
- ◆ Greet all VIPs (sponsors, speakers and vendors) personally.

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 to carry out that duty.
- ◆ Present Awards at Awards Dinner (including photos with recipients).
- ◆ Have President's Volunteer of the Year Award(s) ready.

VICE PRESIDENT

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

SECRETARY

- ◆ Check in and record members arriving for Annual Meeting (assistants or volunteers may be assigned to help; however it is ultimately the responsibility of the Secretary).
- ◆ Verify if a quorum as been met for the Annual Meeting.
- ◆ Take Minutes at the Annual Meeting, in accordance with the HSCG Minutes Policy.

TREASURER

- ◆ 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.