

The 2019 Open Positions Are:

President-Elect- 1-year term

Treasurer- 2-year term

Secretary- 1-year term

Recorder- 1-year term

Event Coordinator- 1-year term

Web Master- 1-year term

For more information on the duties of the open council positions please read the information below!!! Please note that these duties are pending an official SAART Bylaw vote at the December luncheon.

POSITION DESCRIPTIONS

The **President-Elect** shall-

- In the absence of the President, perform the duties of the President.
- Perform the duties assigned by the President.
- Facilitate the election of new officers each December, including actively soliciting nominations for officers and committee chairs throughout the year,
- Plan, in consultation with the Board of Officers, special meetings of the Association, including inviting and securing presenters, providing details to the Secretary in a timely manner to disseminate to members, and securing a meeting location.

In the event that the office of the President is vacated prior to the end of the election year, the President-Elect shall become the President.

The **Treasurer** shall-

- Maintain and update the list of active members. Communicate updates regarding new members to the Secretary and Membership Committee.
- Collect and deposit the dues and fees paid by members and for any special events hosted by the Association.
- Keep a record of the accounts, expenses, and disbursements of the Association.
- Regularly report to the membership regarding the financial holdings and activities of the Association.
- Prepare, or oversee the preparation of any financial reports required for tax purposes.
- Submit our annual CEU Provider Renewal Application.

The **Secretary** shall-

- Maintain and update our mailing lists
- Prepare all documents and forms needed for regular and special meetings (e.g copies of presenter handouts, speaker evaluations, CEU certificates, sign in sheets).

- Collect, organize, and oversee the maintenance of all records required for compliance with the Texas State Board of Examiners of Marriage and Family Therapists to maintain status as an approved provider of Continuing Education credits.
- Oversee the check-in table at Association events.

The **Recorder** shall-

- Keep minutes of Board meetings and disseminate copies to the Board Officers.
- Maintain the SAART archive of meeting minutes to facilitate ongoing productivity and efficiency of the Board.

The **Event Coordinator** shall-

- Generate Invitations for Association events
- Post Association events on SAART social media sites
- Organize and confirm RSVPs for Association events and send information to the secretary in order to create Sign-In Sheets.

The Event Coordinator and WebMaster may work together to disseminate pertinent information to members and the community via the SAART blog and social media sites.

The **WebMaster** shall-

- Promote SAART and its members through the Association's website and online activities.
- Ensure that the Association's website is maintained and updated.
- Ensure that necessary payments are made to maintain an active, professional, and functional website.