

## **SGS Board of Directors**

The Board of Directors consists of the President, the President-Elect, the immediate Past President, the Secretary, the Treasurer, eight elected Members-at-Large, and one Encore Representative appointed by the President, one Student Representative appointed by the President, and One Student Representative-Elect appointed by the President-Elect.

Half of the Members-at-Large shall be elected annually. Each shall serve for a term of two years. No Member-at-Large shall serve more than two consecutive terms.

**Function:** The Board of Directors is responsible for conducting the affairs of the Society between the regular Society meetings. The Board is authorized to create and appoint Ad Hoc Committees and confirm the appointment of Chairpersons and Chairpersons-Elect. The Board is also authorized to develop policies and procedures for the organization, to be outlined in the SGS Policy and Procedures Manual.

### **Duties and Responsibilities:**

- Through the Secretary, report a summary of business transacted at each regular meeting of the Board and through the President report to the Society at the Annual Meeting.
- Attend Board meetings. Although the Bylaws describe at least two meetings of the Board each year, the Board generally meets three times annually with one meeting held in conjunction with the Annual Meeting of the Society. Because there are only three meetings per year, attendance is very important. Board members who are unable to attend Board meetings should send a letter to the SGS President or Secretary stating the reason for their absence. If a Board member is absent from two consecutive Board meetings for reasons declared insufficient by the Board, their resignation shall be deemed to have been tendered and accepted.
- Review all Board materials. Board meeting packets are distributed sufficiently in advance of the meetings to permit careful review of the contents. In addition, other mailings may occur, such as briefing reports or copies of minutes. All such materials should be carefully reviewed prior to the Board meeting.
- Assume committee and other leadership responsibilities when called upon.
- Attend the Annual Meeting and any regional or special meetings to the maximum extent possible. Board members are expected to register for and attend the Annual Meeting, preferably for the entire length of the Meeting, and to accept volunteer assignments such as facilitating workshops and assisting with plenary sessions, as needed. SGS Board members are also ambassadors with SGS's sponsors and other funding sources, making Board member attendance at VIP functions and other special events (exhibit area, etc.) especially important.
- Serve as a communication liaison between SGS members and the Board of Directors and the Executive Director.
- Recruit new members and encourage current members to maintain their membership in SGS.

- Represent SGS in local communities and among professional peers (for example, by disseminating information, recruiting new members).
- Solicit in-kind donations and/or cash contributions to benefit SGS. Examples include donations of printing and typesetting, sponsorship of speakers and other events, development of partnership arrangements, funding or encouraging exhibits and advertisements, contributing to the silent auction, encouraging attendance at the Annual Meeting, and other activities that support the Annual Meeting or other SGS activities.

## **President**

One year term commencing at the beginning of the fiscal year (July 1 – June 30). The President may not serve more than two consecutive terms in the same office.

The President is the chief elected officer, representing the entire membership and the best interests of the organization. They exercise personal leadership in the motivation of Board Members and Committee Chairs. With the Board, they establish goals and objectives for the organization during the term of office, acts as spokesperson and leader, and plays a key part in monitoring and evaluating organizational performance and effectiveness.

## **President-Elect**

One year term commencing at the beginning of the fiscal year (July 1 – June 30). The President-Elect may not serve more than two consecutive terms in the same office.

The year as President-Elect is intended to prepare and familiarize the person with the activities and responsibilities of the Society and the Office of President. During this year they will begin to formulate plans for special activities they would like to undertake and directions for Society policy during their year as President. They are a voting member of the Board and the Executive Committee of the Society and performs the duties of the President in the absence or disability of the President. They serve as a member of the Development Committee.

## **Secretary**

One year term commencing at the beginning of the fiscal year (July 1 – June 30).

The Secretary of the Society is responsible for the official minutes of all Board, Executive Committee, and Annual Business Meetings. In addition, they are a voting member of the Board and Executive Committee and shall be included in all deliberations and decisions regarding Society policy.

## **Treasurer**

Three years commencing at the beginning of the fiscal year (July 1 – June 30). The first year of the three-year term shall be served as Treasurer-Elect.

The Treasurer shall keep or maintain, or cause to be kept or maintained, adequate and correct books and accounts of the properties and transactions of the Society and shall send or cause to be sent such financial statements and reports as are required by law, these Bylaws, or the SGS Policies and Procedures Manual to the Board of Directors and membership. The Treasurer shall serve on the Budget and Finance Committee and the Audit Subcommittee and shall perform all other acts that are related to the office of Treasurer. The Treasurer is a voting member of the Board, Executive Committee, and Budget and Finance Committee. The Treasurer's principal concern is with finances but, as a member of the Executive Committee, they are expected to help make decisions on all phases of the Society's program through their presence on the Executive Board.

## **Treasurer-Elect**

The Treasurer-Elect serves a one-year term as Treasurer-Elect commencing at the beginning of the fiscal year (July 1 – June 30).

The Treasurer-Elect shall learn the duties and responsibilities of the Treasurer through on the job training provided by the Treasurer.