**POSITION:** BOARD MEMBER-AT-LARGE

**DESCRIPTION:** Board Representative elected by the general membership.

**REPORTS TO:** Board of Directors, Membership

**TERM:** 3 years – Elected by Membership; May serve a total of 2 terms, or 6 years. Term begins on July 1 of year elected.

**PURPOSE:** Voting member of the Board of Directors which serves as the governing body of TxDLA and advocates for the broader field of distance learning.

**RESPONSIBILITIES:**

1. Assists in formulating policies of the organization consistent with its purposes and subject to any specific directions of the membership.
2. Assists in conducting all business pertaining to TxDLA, either in person or electronically, assuming responsibility for the management of the finances of the organization and acting as custodian of the property of TxDLA.
3. Assists in development of the strategic direction, policies and procedures of TxDLA.
4. Supports TxDLA’s mission, goals and code of ethics.
5. Attends board meetings, held four times a year, and is prepared and informed about issues on the agenda including review of board minutes and other materials distributed prior to the meeting.
6. Contributes to meetings by expressing one’s point of view with the best interest of TxDLA in mind.
7. Considers other points of view, makes constructive suggestions, encourages and respects questions and discussions that help the board make decisions that benefit TxDLA.
8. Regularly attends all local regional group meetings and other committee meetings involved.
9. Volunteers for and willingly accepts assignments and completes in a thorough and timely manner.
10. Actively recruits and nominates new board members and committee members.
11. Actively recruits new TxDLA members.
12. Serves as a mentor to newly elected board members.
13. Makes every attempt to attend TxDLA’s Annual Conference and TxDLA’s Fall Leadership Workshop and volunteers as needed.
14. Encourages membership participation and involvement in TxDLA events and committees.
15. Becomes knowledgeable about TxDLA.
16. Carries out instructions of the Board of Directors.
17. Performs other duties as delegated by the Board.

**SKILLS NEEDED:**
Excellent communication skills, leadership skills, organizational skills, commitment to attend and participate in meetings, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

**BENEFITS TO SERVING:**
Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as organization and communication.

*Approximate Number of Hours Per Month: 3*
POSITION: TREASURER

DESCRIPTION: Treasurer

REPORTS TO: Membership, Board of Directors, President (as Finance Committee Chair)

TERM: 2 years – Elected by Membership; May serve a total of 2 terms, or 4 years.

PURPOSE: Oversees all financial matters of the association, chairs the Finance Committee, serves on the Executive Committee.

RESPONSIBILITIES:
1. Chairs the Finance Committee including selection of committee members for board approval.
2. Makes financial reports to the Board including the Treasurer’s Report and the annual Financial Reports.
3. Advises the Board on fiscal matters including contracts, indemnification, IRS reports, internal controls, and audits.
4. Develops and edits TxDLA financial policies including the Expenditure Guidelines, Notes to the Financial Reports, and Notes to the Budget.
5. Develops the annual operating budget, reviews and advises on the conference budget, and representing the finance committee recommends adjustments to the budgets.
6. Reviews and signs monthly (occasionally more frequently) checks and invoices. Organizes and files records.
7. Reviews monthly financial statements as supplied by TxDLA Manager. Makes recommendations or corrections as needed.
8. Reviews and approves expenditures as dictated by the approved TxDLA Expenditure Guidelines.
9. Ensures that all financial decisions are dictated by the TxDLA Expenditure Guidelines.
10. Serves on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
11. Attends board meetings, held four times a year.
12. Carries out instructions of the Board of Directors.
13. Attends Executive Committee meetings, recommended to be held once a month.
14. Performs other duties as delegated by the Board or President.

SKILLS NEEDED:
Knowledge of Generally Accepted Accounting Principles and related financial knowledge, attention to detail, excellent organizational skills, commitment to timely review and signature of monthly checks/invoices.

BENEFITS TO SERVING:
Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the
industry. Improving job skills such as budgeting, planning, accounting, organization and communication.

*Approximate Number of Hours Per month: 10*
POSITION DESCRIPTION: PRESIDENT-ELECT

DESCRIPTION: Chair of Annual Conference, Incoming chief executive officer

REPORTS TO: Membership, Board of Directors

TERM: 3 years – includes President-Elect, President and Immediate Past-President. Elected by Membership

PURPOSE: Serves as Chair of the Annual Conference and member of the Executive Committee.

RESPONSIBILITIES:
1. Presides over, delegates tasks to, and keeps apprised of the Conference Committee. Communicates regularly with subcommittees and monitors task lists and timelines. The Conference Committee is responsible for planning the Annual Conference, the primary source of membership and revenue for TxDLA (see Conference Checklist for detailed committee tasks).
2. Presides over and develops agenda for Conference Committee meetings.
3. Serves as a member of the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
4. Serves as a member of the Finance Committee.
5. Carries out instructions of the Board of Directors and President.
6. Performs other duties as delegated by the Board or the President.
7. Should a vacancy occur in the office of President, the President-Elect shall assume the duties of the President and serve the remainder of that term in addition to his/her own elected term.
8. Serve as chief executive officer in the President’s absence.
9. Prior to taking office as President (late spring), works with Treasurer and Finance Committee to prepare an annual operating budget (see expenditure guidelines).
10. Attends board meetings, held four times a year.
11. Reports to the board on conference activities.
12. Writes welcome message for conference program.
13. Writes conference articles for newsletter.
14. Responds to correspondence regarding TxDLA’s Annual Conference, or delegates that correspondence to the most appropriate individual.
15. Approves (or delegates) in writing any expenditures under the conference budget of TxDLA.
16. Mentors and facilitates transition of incoming president-elect/conference chair.
17. Consults with president as needed.
18. Presents opening welcome address at conference.

SKILLS NEEDED:
Leadership qualities, strong communication, interpersonal, and organizational skills. Ability to work as a team and to work with a variety of personalities. Negotiating skills in working with vendors and sponsors.

BENEFITS TO SERVING:
Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization, continue the growth and to expand the reach of the constituencies. Improving job skills such as conference planning, negotiating, financial planning and budgeting, public speaking, communication.

Approximate Number of Hours Per Month: 15-60 hours per month, averaging 25 hours per month.
POSITION: SECRETARY

DESCRIPTION: Secretary at Board and Executive Committee Meetings

REPORTS TO: Membership, Board of Directors

TERM: 2 years – Elected by Membership; May serve a total of 2 terms, or 4 years.

PURPOSE: Keeps records of all membership, Executive Committee, and Board of Directors meetings, serves on the Executive Committee.

RESPONSIBILITIES:

1. Documents each Executive Committee meeting and provides a report to each Executive Committee member.
2. Records minutes for each Board meeting and provide each board member with a copy. Once approved, ensure minutes are posted on the TxDLA website for all members to view.
3. Ensures all minutes, policies and procedures are accurate, current and complete.
4. Compiles and keeps historical records of TxDLA.
5. Serves on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
6. Carries out instructions of the Board of Directors.
7. Performs other duties as delegated by the Board or President.
8. Attends Executive Committee meetings, recommended to be held once a month.
9. Attends board meetings, held four times a year.

SKILLS NEEDED:
Attention to detail, excellent written communication skills, organizational skills, commitment to timely completion of minutes, a few years of active membership or involvement in TxDLA, knowledge of how TxDLA functions.

BENEFITS TO SERVING:
Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry. Improving job skills such as organization and communication.

Approximate Number of Hours Per month: 10
POSITION: PRESIDENT

DESCRIPTION: Chief executive officer

REPORTS TO: Membership, Board of Directors

TERM: 3 years – includes President-Elect, President and Immediate Past-President. Elected by Membership

PURPOSE: Serves as chief executive officer of TxDLA and acts as official representative. Provides general supervision, direction and control of the business of TxDLA.

RESPONSIBILITIES:
1. Heads the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
2. Carries out instructions of the Board of Directors.
3. Represents TxDLA at any state or national meetings designated by the Board.
4. Performs other duties as delegated by the Board.
5. Appoints committee chairs 30 days prior to assuming office and periodically as needed, after approval by board of directors. Committees include Awards, Conference (President-Elect chairs), Conference Site-Selection, Finance (Treasurer chairs), Hall of Fame (Immediate Past-President chairs), Information (CIO chairs), Membership, Nominations and Elections, Public Policy, Regional Group Development (Regional Group Development Chair chairs).
6. Presides over, delegates tasks to, and keeps apprised of committee activities from appointed committee chairs. Communicates regularly with committees and monitors committee task lists and timelines.
7. Delegates and oversees completion of tasks assigned at or developed from board meetings and Fall Leadership Workshop.
8. Presides over and develops agenda for Executive Committee meetings, recommended to be held once a month. Notice should be given at least three days prior to the date of the meeting.
9. Prior to taking office, works with Treasurer and Finance Committee to prepare an annual operating budget (see expenditure guidelines).
10. Plans the Fall Leadership Workshop for strategic planning and social networking.
11. Attends board meetings, held four times a year.
12. Reports to the board on meetings attended, committee updates, and other association activities.
13. Serves as a member of the Finance Committee.
14. Serves as an ex-officio member of the Membership Committee.
15. Serves as a guest at any standing committee meeting.
16. Writes welcome message for conference program.
17. Writes articles for newsletter.
18. Responds to correspondence on behalf of TxDLA, or delegates that
correspondence to the most appropriate individual.
19. Approves (or delegates) in writing any expenditures on behalf of the operating
budget of TxDLA.
20. Mentors and facilitates transition of president-elect to president.
21. Prepares annual report for presentation at annual membership meeting.
22. Consults with past-president as needed.
23. Typically presents annual awards at conference (excluding any special
presenters, Don Foshee Grant and Hall of Fame).
24. Facilitates performance evaluation of management firm and renegotiation of
management contract each year.
25. In the event of the absence of the Board Chair, presumes the role of Board
Chair takes over the role of Board Chair and has 30 days to replace this position
with another board member

**SKILLS NEEDED:**
Leadership qualities, strong communication, interpersonal, and organizational skills.
Ability to work as a team and to work with a variety of personalities.

**BENEFITS TO SERVING:**
Enhancing leadership skills, meeting new people, learning to work with a variety of
personalities and work styles. Personal fulfillment in carrying out a commitment to
improve the organization, continue the growth and to expand the reach of the
constituencies. Improving job skills such as conference planning, negotiating,
financial planning and budgeting, public speaking, communication.

Approximate Number of Hours Per month: 20
POSITION DESCRIPTION: IMMEDIATE PAST PRESIDENT

DESCRIPTION: Immediate Past President

REPORTS TO: Membership, Board of Directors

TERM: 3 years – includes President-Elect, President and Immediate Past-President. Elected by Membership

PURPOSE: Serves on the Executive Committee and chairs the Hall of Fame Committee. Serves in an advisory role to current President and President-Elect.

RESPONSIBILITIES:
1. Chairs the Hall of Fame Committee, which includes selection and recommendation of committee members to the board, review of the nomination process, announcement and marketing of the award to members, reviewing submitted applications, holding committee meetings to select recipient(s), communicating with recipient(s) on travel and payment arrangements for awards presentation, obtaining biography and photo for conference program, and presenting award at the Annual Conference.
2. Chairs Don Foshee Memorial Grant Committee, which includes selection and recommendation of committee members to the board, review of the application process, announcement and marketing of the grant to members, reviewing submitted applications, holding committee meetings to select recipient(s), communicating with recipient(s) on travel and payment arrangements for awards presentation, presenting award at the Annual Conference.
3. Serve on the Executive Committee (Officers, Board Chair and Parliamentarian), whose purpose is to aid the President in carrying out the instructions of the Board and providing oversight of the day-to-day business of TxDLA.
4. Carries out instructions of the Board of Directors.
5. Performs other duties as delegated by the Board or President.
6. Attends Executive Committee meetings, recommended to be held once a month.
7. Attends board meetings, held four times a year.
8. Serves as a member of the Finance Committee.

SKILLS NEEDED:
Leadership qualities, strong communication, interpersonal, and organizational skills. Ability to work as a team and to work with a variety of personalities.

BENEFITS TO SERVING:
Enhancing leadership skills, meeting new people, learning to work with a variety of personalities and work styles. Personal fulfillment in carrying out a commitment to improve the organization and the industry, continue the growth and to expand the
reach of the constituencies. Improving job skills such as conference planning, negotiating, financial planning and budgeting, public speaking, communication.

Approximate Number of Hours Per month: 8