

PRESIDENT

The duties of the **President** shall include:

1. The term of the office for the President shall be one year.
2. The President shall call and attend all meetings of the Association, Executive Committee, and the Executive Board and give progress reports as necessary.
3. Preside at the Annual Conference, District Conferences, Professional Growth Seminars, and all meetings of the Association, Executive Committee, and Executive Board.
4. The President shall appoint chairpersons of Standing Committees with approval of the Executive Board.
5. Approve in advance all communications sent out in the name of the Association.
6. The President shall represent the California Association of Educational Officer Professionals at the Annual Institute and Meeting of the National Association of Educational Office Professionals and any NAEOP area seminar or any other NAEOP event as provided for in the annual budget. In the event the President cannot attend, the Executive Board may appoint an alternate.
7. The President shall serve as an ex-officio member of all committees with the exception of the Elections Committee.
8. The President shall perform such other duties as directed by the Executive Board.
9. The President shall present the incoming President with the Association gavel at the installation in March.
10. In the event the office of the President shall be vacated, the President Elect shall perform the duties of the President.
11. The President shall present an Honorary Membership to the visiting president of the National Association of Educational Office Professionals at the Annual Conference.
12. The President shall be responsible for keeping the permanent records of the Association and shall maintain and complete a procedure book for successor (with a current copy of the Bylaws and Standing Rules).
13. The role with the Meeting Planner/Consultant
 - a. Provide the Meeting Planner with the proposed geographical areas that will be the sites of CAEOP programs during tenure of office.
 - b. In turn, Planner will check sites and coordinate with the President, or persons in charge of future programs, their specific needs before formal arrangements are made.
 - c. In some cases it may be necessary for the President, President Elect, Meeting Planner and/or District Director to site inspect before financial commitments are entered into.

Duties of the President continued

- d. A proposed budget should always be given to the Planner before she negotiates. The only way to receive the best terms possible is to know what the program is budgeted for.
- e. All budgets should carry a "Contingency Fund" provision. This ensures coverage of any unforeseen emergency that may arise.
- f. Throughout the year the President and Planner will work closely to avert changes that may jeopardize formal arrangements with hotel staffs.

14. Board Meetings

- a. Provides the Planner with the groups' rooming list at least ten days before the board meets.
- b. Note: All rooms reserved must be used; otherwise, unused rooms may be charged to the Association.
- c. Provides itinerary that covers the following: a) meeting room set-up and time allocated, b) coffee service requirements, c) luncheon, d) Board site inspection, e) payment of charges.

PRESIDENT-ELECT

The duties of the **President Elect** shall include:

1. The President Elect shall have served as a member of the Executive Board for at least two (2) years, shall be elected for a term of one year, or until a successor is elected, and shall succeed the presidency at the end of the term.
2. The President Elect shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The President Elect shall perform the duties assigned by the President with the approval of the Executive Board.
4. The President Elect shall assume the duties of the President in the President's absence.
5. The President Elect shall succeed the President.
6. The President Elect may represent the California Association of Educational Office Professionals at the National Association of Educational Office Professionals Annual Institute and Meeting, and any other NAEOP event as provided for in the annual budget. In the event the President Elect cannot attend, the Executive Board may appoint an alternate.
7. The President Elect shall stay in contact with the local affiliates and assist affiliates where needed.
8. The President Elect shall work with prospective members to become an affiliate.
9. The President Elect shall develop and maintain a binder on "how to form an affiliate."
10. Other duties of the President Elect are coordinating with the District Directors for an Affiliates' Program presentation at the Association's Annual Conference, and coordinating with the Meeting Travel Planning Committee for site visitations to future meeting places.
11. A minimum of four meetings of the Executive Board may be held each year or as provided for in the Annual Budget. Meetings shall be coordinated with District Directors and Professional Growth Seminars being held in an area. The President Elect shall work closely with the District Directors while serving in this capacity for the upcoming year as President.
12. The President Elect shall present the retiring president with a Past President's Association pin, with guard and gavel.
13. The President Elect shall purchase the outgoing President a gift, as provided for in the Annual Budget, and shall be presented at the Annual Conference.
14. The President Elect shall maintain and complete a procedure book for successor.
15. The role with the Meeting Planner/Consultant:

Duties of the President Elect continued

- a. Provides the Meeting Planner with geographical sites viewed as potential areas for the annual conference.
- b. In turn, the Meeting Planner will arrange site inspections that cover more than one hotel. One hotel will be selected that offers complimentary accommodations as the initial “home base” and a schedule of the other sites will cover the President Elect time frame.
- c. The Meeting Planner will confirm all arrangements with the President Elect before her departure.
- d. Negotiations shall be left to the Meeting Planner. This will not take place until the Board approves the recommended site.

VICE PRESIDENT PUBLICATIONS

The duties of the **Vice President/Publications** shall include:

1. The Vice President/Publications shall be elected in odd-numbered years for a two-year term, or until a successor is elected.
2. The Vice President/Publications shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Vice President/Publications shall be editor of the official Association newsletter and shall serve as Chair of the Publications/Public Relations Committee.
4. The Publications Committee shall compile, publish and distribute the official Association newsletter, CALLIE, with a minimum of four issues published annually. The Vice President/Publications shall serve as chair of this committee.
5. Using current mailing labels provided by the Vice President Membership, the Vice President/Publications shall distribute the CALLIE to all members.
6. The Publicity/Public Relations Committee shall work closely with the Executive Board and Membership Committee to publicize and promote the Association statewide in all educational institutions and local Affiliate newsletters. The Vice President/Publications shall serve as chair of this committee.
7. The Vice President/Publications shall maintain and complete a procedure book for successor.
8. The role with the Meeting Planner/Consultant: Responsible for checking with the Planner for any future information that can be published in CALLIE. (Only firm commitments should be published. However, forthcoming events may be considered).

VICE PRESIDENT MEMBERSHIP

The duties of the **Vice President Membership** shall include:

1. The Vice President/Membership shall be elected in odd-numbered years for a two-year term, or until a successor is elected.
2. The Vice President Membership shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Vice President Membership shall be in charge of all memberships and shall actively promote the increase of membership.
4. The Vice President Membership shall maintain a master mailing list containing current members, as well as past members for the purpose of promoting the Association.
5. The Vice President Membership shall provide a current membership list for the Executive Board at each Board meeting. A set of current mailing labels shall also be provided for the Vice President Publications at each Board meeting.
6. The Vice President Membership shall forward membership cards (signed by the President) to members upon receipt of notification of membership.
7. The Vice President Membership shall be in charge of all memberships of the Association and shall serve as chair of the Membership Committee and as a member of the Elections Committee.
8. The Vice President Membership shall provide the District Directors and Annual Conference Chair with current mailing labels for the mini-conferences and the annual conference.
9. The Membership Committee shall actively promote the increase and retention of membership, and shall pass on eligibility of members to vote or hold office. The Vice President/Membership shall serve as chair of this committee.
10. The Vice President Membership shall maintain and complete a procedure book for successor.

RECORDING SECRETARY

The duties of the **Recording Secretary** shall include:

1. The Recording Secretary shall be elected in odd-numbered years for a two-year term, or until a successor is elected.
2. The Recording Secretary shall attend Board meetings and association meetings and give progress reports as necessary.
3. The Recording Secretary shall keep an accurate record of the proceedings of the Association, Executive Committee, and the Executive Board, and shall submit a draft of those minutes to the President and the President Elect within thirty days. After the President's review, copies shall be sent to all Executive Board members within fifteen days. Within thirty days after the Annual Meeting, an index shall be prepared of all actions taken by the Executive Board and Association for the preceding year to accompany the official minutes.
4. The Recording Secretary shall maintain and complete a procedure book for successor.

TREASURER

The duties of the **Treasurer** shall include:

1. The Treasurer shall be elected in even-numbered years for a two-year term, or until a successor is elected.
2. The Treasurer shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Treasurer shall deposit all Association funds and seminar receipts, as the Executive Board shall direct and disburse them only with written order properly drawn and signed by the Finance Chair.
4. The Treasurer may serve on the Conference and District Conference steering committees as Finance Chairman and Treasurer, or the Executive Board may appoint someone to serve in this capacity.
5. The Treasurer shall present a financial report at the Annual Conference of the Association, and other reports as requested adequately in advance by the President or Executive Board.
6. The Treasurer may ask to have an audit of the Annual Conference monies and is responsible to have the Association books ready for audit at the close of each fiscal year.
7. The Treasurer shall be bonded at the expense of the Association.
8. The Treasurer shall present a quarterly financial report at each Board meeting.
9. The Treasurer of the Association shall serve as a member of the budget development committee.
10. The California Association of Educational Office Professionals shall affiliate annually with the National Association of Educational Office Professionals or any other educational professional association whose purpose is compatible with those of this Association.
11. At the close of the annual conference, or Professional Growth Program, charges will not be paid until proper approval by the Meeting Planner.
12. The Treasurer shall maintain and complete a procedure book for successor.

ANNUAL CONFERENCE PROFESSIONAL GROWTH PROGRAMS

1. The Annual Conference of the California Association of Educational Office Professionals shall be held during the months of February or March. In addition to at least one business meeting the Annual Conference may include general assemblies, workshops, seminars, symposiums, and such other types of professional sessions as may be required to be accredited by an institution of higher learning. The Annual Conference shall be scheduled for a minimum of three days.
2. The Annual Conference shall be held at a time and place approved by the Executive Board. Appropriate sites will be considered based on the recommendation of the President Elect and the Meeting Travel Planning Committee. Selection of an Annual Conference site may be made two years or more in advance.
3. Written reports of the officers and committee chairs shall be presented at the Annual Business Meeting.
4. Registration fee for the Annual Conference shall be determined by the Executive Board. There shall be an additional charge for all late registrations postmarked after the deadline date.
5. Cancellations for Annual Conferences and Professional Growth Programs shall be made fifteen (15) calendar days prior to the programs in order to receive a refund, less the cancellation fee. If a cancellation occurs with the fifteen (15) days the President and Treasurer may consider the special circumstances upon written notification and approve the refund, less the cancellation fee.
6. The registration form for the Annual Conference and Professional Growth Programs shall contain a statement covering the above standing rules.
7. Speakers and other invited program participants in the Annual Conference, or Professional Growth Program, may be paid an honorarium, sustenance, and/or travel expense within the limits of the Annual Conference and Professional Growth Program budget, as approved by the Executive Board. Housing, meals, and/or travel expense may be allowed for Annual Conference evaluators. The spouse of an evaluator, or program participant, may be a guest at any planned meal function, provided the participants were ratified by the Executive Board.
8. The National president may be reimbursed for lodging and meals while attending the Annual Conference as provided for in the Conference Budget.
9. Dues for new members may be reduced at the Annual Conference, Professional Growth Programs, and/or Inservice Presentation for incentive purposes with the approval of the Executive Board.
10. The Annual Conference Committee shall be responsible for the overall planning, implementation, administration and evaluation of the Annual Conference within the adopted guidelines approved by the Executive

ANNUAL CONFERENCE/PROFESSIONAL GROWTH PROGRAMS continued

- Board. The President, President Elect and the District Director of the area in which the Annual Conference is held shall serve as members of this Committee. The Vice President/Inservice and Treasurer may also serve as members of this Committee, if provided for in the Annual Budget. Any expense directly relating to the Annual Conference, and not part of an office, shall be considered a conference expense and may be provided for through the conference budget. The Annual Conference shall be self-supporting.
11. The Annual Conference Chair, or Chairs, serve as ex-officio members of the Executive Board and may attend board meetings necessary for the fulfillment of their office. They may be reimbursed reasonable expenses as provided for in the Annual Budget.
 12. The Annual Conference Chair is the coordinator of the Conference, the Conference Planning Committee, and is responsible for defining, clarifying, and assigning duties and responsibilities to be carried out by the annual conference committee; maintains a good working relationship with each individual committee appointee; and provides the planning committee with a Roster of all persons involved, including the CAEOP Steering Committee.
 13. The Annual Conference Chair is responsible for submitting a FINAL Conference Budget to the CAEOP Board for approval no later than the fall board meeting.
 14. The Annual Conference Chair is responsible for submitting the proposed annual program and timeline.
 15. The Annual Conference Chair shall provide a copy of the final budget, approved by the CAEOP Board, the timeline of the proposed program, and a roster of committee members involved to the Meeting Travel Planner.
 16. The Annual Conference Chair shall provide the Meeting Travel Planner with room set-ups (registration area, hospitality room, vendors, seminars, food functions, etc.), AV requirements, and menu suggestions within the budget. Ninety-six (96) days before the actual conference, the Conference Chair will need to work closely with the Meeting Planner. The hotel staff will need guarantees for the following: guaranteed numbers for meal functions; guaranteed numbers for breakout rooms; final menu selections; AV rentals, equipment required for each room and set-up; list of VIP's attending; storage space; work room requirements, pre-conference meeting with hotel staff. The pre-conference meeting with hotel staff will be attended by the CAEOP President, President Elect, Meeting Planner, and Conference Chair. The Consultant may be the backup for any questions not answered by hotel staff that can affect the conference.

ANNUAL CONFERENCE/PROFESSIONAL GROWTH PROGRAMS continued

17. The Meeting Travel Planner shall audit all charges to CAEOP which pertain to the Annual Conference. Payments will not be authorized without this procedure. This arrangement also includes any disputes relating to the services rendered.
18. The Meeting Travel Planner recommends who should be authorized to sign for charges incurred during a program that are posted to a Master Account. (Master Accounts are opened prior to the Annual Conference. If necessary, it may include a Board Meeting in conjunction with a Mini-Conference)

NORTHERN DISTRICT DIRECTOR

The duties of the **Northern District Director** shall include:

1. The Northern District shall consist of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humbolt, Lake Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo and Yuba Counties. The Director shall maintain a database of their area.
2. The Northern District Director shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Affiliates Program shall be the responsibility of the District Directors who will work closely with the President Elect.
4. The Northern District Director shall be elected in odd-numbered years for a two-year term, or until a successor is elected.
5. District Directors shall be responsible for promoting the purpose of the Association, enlarging the membership, and holding a minimum of one Professional Growth Seminar annually as provided in Article IX, Section 6 of the Bylaws, or as provided for in the Annual Budget.
 - They shall work closely with the Meeting Travel Planning Committee in recommending suitable sites for possible programs in their area.
 - They shall work closely with the Professional Incentive Program (PIP) Chair to promote enrollment in and participation in the PIP Program as well as participation in the annual program in their area.
 - They shall work closely with the Web Page Coordinator to keep the web page current.
 - They shall serve on the Legislation, Promotions, Public Relations, Scholarships and Awards Committees.
 - The Directors shall promote and encourage participation in the Affiliates Program in accordance with Article V of the Bylaws, and disseminate materials to potential members and affiliate associations.
 - The Directors shall serve as Inservice Team Captains, working with the Vice President/Inservice to coordinate programs as requested in their respective districts.
6. The Northern District Director shall study legislative matters pertaining to or of interest to the membership, reporting same to the Executive Board regularly, and to the membership in the official Association newsletter, CALLIE.
7. The Inservice Training Committee consisting of Vice President/Inservice and District Directors shall promote seminars, symposiums, professional growth days, educational classes or correspondence courses for the membership; supply bibliographies and reference materials; and compile a record of requests and needs assessment of the membership. The

Duties of the **Northern District Director** continued.

- committee may provide inservice educational programs for educational institutions and organizations as requested.
8. A minimum of one Professional Growth Seminar should be held in each district each year. The Annual Conference of the Association may serve as the Professional Growth Seminar for the district in which it is held. At that time they shall serve on the committee of the Annual Conference. All Professional Growth programs shall be planned and conducted under the direction of the District Directors and approved by the Executive Board.
 9. The role with the Meeting Planner/Consultant:
 - a. Work closely with the Meeting Planner by recommending suitable sites for one of your seminars as called for in the bylaws.
 - b. The Meeting Planner may arrange a site inspection for you and/or anyone designated by the President.
 - c. During a site inspection use a checklist that can be provided by the Meeting Planner. Your responsibility is to determine if the location meets the requirements of your program. Negotiations should be left for the Meeting Planner for the facility you may select.
 - d. Provide the Meeting Planner with your proposed budget so she can secure the best possible arrangements that meet the allocated budget.
 - e. Once arrangements are firm provide the Meeting Planner with: sleeping rooms, AV needs, speaker or presenter needs; meals, registration, etc.
 10. The District Directors shall be authorized to appoint assistants, as needed, to work under their direction. Expenses of the assistants are authorized from the District Director's funds, as provided in the Annual Budget.
 11. The Northern District Director shall maintain and complete a procedure book for successor.
 12. The committee positions will be revisited each year after conference.

SOUTHERN DISTRICT DIRECTOR

The duties of the **Southern District Director** shall include:

- a. The Southern District shall consist of Imperial, Los Angeles, Orange, Riverside, San Diego, and San Bernardino Counties, and Clark County, Nevada.
- b. The Southern District Director shall be elected in even-numbered years for a two-year term, or until a successor is elected.
- c. The Southern District Director shall attend Board meetings and Association meetings and give progress reports as necessary.
- d. The Affiliates Program shall be the responsibility of the District Directors who will work closely with the President Elect.
5. District Directors shall be responsible for promoting the purpose of the Association, enlarging the membership, and holding a minimum of one Professional Growth Seminar annually as provided in Article IX, Section 6 of the Bylaws, or as provided for in the Annual Budget.
 - They shall work closely with the Meeting Travel Planning Committee in recommending suitable sites for possible programs in their area.
 - They shall work closely with the Professional Incentive Program (PIP) Chair to promote enrollment in and participation in the PIP Program as well as participation in the annual program in their area.
 - They shall work closely with the Web Page Coordinator in order to keep the web page current.
 - They shall serve on the Legislation, Promotions, Public Relations, Scholarships and Awards Committees.
 - The Directors shall promote and encourage participation in the Affiliates Program in accordance with Article V of the Bylaws, and disseminate materials to potential members and affiliate associations.
6. The Directors shall serve as Inservice Team Captains, working with the Vice President/Inservice to coordinate programs as requested in their respective districts.
7. The Inservice Training Committee consisting of Vice President/Inservice and District Directors shall promote seminars, symposiums, professional growth days, educational classes or correspondence courses for the membership; supply bibliographies and reference materials; and compile a record of requests and needs assessment of the membership. The committee may provide inservice educational programs for educational institutions and organizations as requested.
8. The role with the Meeting Planner/Consultant:
 - a. Work closely with the Meeting Planner by recommending suitable sites for one of your seminars as called for in the bylaws.
 - b. The Meeting Planner may arrange a site inspection for you and/or anyone designated by the President.
 - c. During a site inspection use a checklist that can be provided by the Meeting Planner. Your responsibility is to determine if the location

Duties of the **Southern District Director** continued.

- meets the requirements of your program. Negotiations should be left for the Meeting Planner for the facility you may select.
- d. Provide the Meeting Planner with your proposed budget so she can secure the best possible arrangements that meet the allocated budget.
 - e. Once arrangements are firm provide the Meeting Planner with: sleeping rooms, AV needs, speaker or presenter needs; meals, registration, etc.
9. A minimum of one Professional Growth Seminar should be held in each district each year. The Annual Conference of the Association may serve as the Professional Growth Seminar for the district in which it is held. All Professional Growth programs shall be planned and conducted under the direction of the District Directors and approved by the Executive Board.
 10. The District Directors shall be authorized to appoint assistants, as needed, to work under their direction. Expenses of the assistants are authorized from the District Director's funds, as provided in the Annual Budget.
 11. The Southern District Director shall maintain and complete a procedure book for successor.
 12. The committee positions will be revisited each year after conference.

POSTER CONTEST

The Poster Contest Committee shall promote the contest and compile, publish and distribute Poster Contest Rules and information to schools statewide. The Committee shall receive and judge the entries and award the winners in accordance with rules established and approved by the Executive Board. Any active member of the Association may be appointed Chair of this committee and will report to the President.

The poster contest applications will be mailed September 30 with a deadline date of December 6.

The Executive Board shall approve the poster contest judges at the October Board meeting.

The contest winners will be invited to the Annual Conference. The District Director will announce the winners at the Awards luncheon.

If possible, the posters will be laminated and used as placemats at the annual awards luncheon.

The poster contest rules will be posted on the web page and if possible the winning posters will be posted on the web page.

CENTRAL DISTRICT DIRECTOR

The duties of the **Central District Director** shall include:

- 1 The Central District shall consist of Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Luis Obispo, Santa Barbara, Stanislaus, Tulare, Tuolumne, and Ventura Counties. The Director shall maintain a database of their area.
- 2 The Central District Director shall attend Board meetings and Association meetings and give progress reports as necessary.
- 3 The Affiliates Program shall be the responsibility of the District Directors who will work closely with the President Elect.
- 4 The Central District Director shall be elected in even-numbered years for a two-year term, or until a successor is elected.
- 5 District Directors shall be responsible for promoting the purpose of the Association, enlarging the membership, and holding a minimum of one Professional Growth Seminar annually as provided in Article IX, Section 6 of the Bylaws, or as provided for in the Annual Budget.
 - They shall work closely with the Meeting Travel Planning Committee in recommending suitable sites for possible programs in their area.
 - They shall work closely with the Professional Incentive Program (PIP) Chair to promote enrollment in and participation in the PIP Program as well as participation in the annual program in their area.
 - They shall work closely with the Web Page Coordinator to keep the web page current.
 - They shall serve on the Legislation, Promotions, Public Relations, Scholarships and Awards Committees.
- 6 The Directors shall promote and encourage participation in the Affiliates Program in accordance with Article V of the Bylaws, and disseminate materials to potential members and affiliate associations.
 1. The Directors shall serve as Inservice Team Captains, working with the Vice President/Inservice to coordinate programs as requested in their respective districts.
 2. The Central District Director shall chair the Elections Committee and shall comply with the regulations provided in Article XI of the Bylaws of the Association. The committee shall consist of: the Chair, Vice President/Membership and three to be selected from the membership at large.
 3. The Central District Director shall chair the Promotions Committee for such promotional sales as the Executive Board directs, and as provided for in the Annual Budget.
 4. The Inservice Training Committee consisting of Vice President/Inservice and District Directors shall promote seminars, symposiums, professional

Duties of the **Central District Director** continued.

- growth days, educational classes or correspondence courses for the membership; supply bibliographies and reference materials; and compile a record of requests and needs assessment of the membership. The Committee may provide inservice educational programs for educational institutions and organizations as requested.
5. A minimum of one Professional Growth Seminar should be held in each district each year. The Annual Conference of the Association may serve as the Professional Growth Seminar for the district in which it is held. At that time they shall serve on the committee of the Annual Conference. All Professional Growth programs shall be planned and conducted under the direction of the District Directors and approved by the Executive Board.
 6. The District Directors shall be authorized to appoint assistants, as needed, to work under their direction. Expenses of the assistants are authorized from the District Director's funds, as provided in the Annual Budget.
 7. The role with the Meeting Planner/Consultant:
 - Work closely with the Meeting Planner by recommending suitable sites for one of your seminars as called for in the bylaws.
 - The Meeting Planner may arrange a site inspection for you and/or anyone designated by the President.
 - During a site inspection use a checklist that can be provided by the Meeting Planner. Your responsibility is to determine if the location meets the requirements of your program. Negotiations should be left for the Meeting Planner for the facility you may select.
 - Provide the Meeting Planner with your proposed budget so she can secure the best possible arrangements that meet the allocated budget.
 - Once arrangements are firm provide the Meeting Planner with: sleeping rooms, AV needs, speaker or presenter needs; meals, registration, etc.
 8. The Central District Director shall maintain and complete a procedure book for successor.
 15. The committee positions will be revisited each year after conference.

ELECTIONS

All forms will be placed on the web page. An article regarding the nominations will go in the CALLIE in the summer issue. The Official Candidate Recommendation Form will be mailed to all members in October with a deadline of December 6. The Elections ballot will be mailed to all members in the CALLIE with a due date of January 30. The Elections Committee will consist of the Central District Director as chair, Vice President/Membership, Northern District Director, and Southern District Director. The results of the election will be announced at the Annual Business meeting.

WEB SITE COORDINATOR

The duties of the **Web Site Coordinator** shall include:

1. The Web Site Coordinator shall serve a two-year term, or until a successor is elected.
2. The Web Site Coordinator shall be responsible for the development, maintenance and updating of the Association's website. The Coordinator shall also actively seek information from the executive board members, and others to include in the website.
3. The Web Site Coordinator shall attend Board meetings and Association meetings and give progress reports as necessary.
4. The Web Site Coordinator shall keep in close contact with President Elect for information regarding the affiliates.
5. The Web Site Coordinator will submit an application to the National Association of Educational Office Professionals for the Web Site contest.
6. The Web Site Coordinator will coordinate with the Meeting Planner for any information that should be included on the Web site.
7. The Web Site Coordinator shall maintain and complete a procedure book for successor.

SCHOLARSHIP & AWARDS CHAIR

The duties of the **Scholarship & Awards Chair** shall include:

1. The Scholarship & Awards Chair shall serve a two-year term, or until a successor is elected.
2. The Scholarship & Awards Chair shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Scholarship & Awards Chair shall have general charge of promoting the Association's scholarships and awards by reviewing applications and selecting recipients to be considered by the Association within the guidelines and as provided for in the Annual Budget (High school senior scholarship, re-entry scholarship, Administrator of the Year award, Educational Office Professional of the Year award, Community Service award).
4. This will include providing the applications on the web site, promoting information in the CALLIE, sending 25 applications to each District Director to disburse to County Offices, providing Affiliate Presidents with enough copies in order to share with their members, and providing the application packet to all current members. The scholarship applications will be mailed in October with a deadline of January 15.
5. The student application will be sent to all high schools in the state of California provided we are able to obtain a current mailing list from the California Department of Education.
6. The Scholarship & Awards Chair shall form a committee of approximately three (3) members to review scholarship applications and recommend to the Executive Board scholarship recipients. The District Directors shall also serve on this committee. The Board will then vote on those recommendations and the amount of each scholarship to be awarded.
7. The Scholarship & Awards Chair shall immediately notify both successful and unsuccessful scholarship applicants in writing.
8. The Scholarship & Awards Chair shall notify the recipients' colleges in writing.
9. The Scholarship & Awards Chair shall announce the successful recipients of the scholarship awards at the Annual Conference awards luncheon.
- 10 Fundraisers will be conducted: Baskets designated for scholarships at the October and January District mini conferences, and a 50/50 drawing at the Annual Conference.
- 11 The Scholarship & Awards Chair shall maintain and complete a procedure book for successor.

FINANCE/BUDGET CHAIR

The duties of the **Finance/Budget Chair** shall include:

1. The Finance/Budget Chair shall serve a two-year term, or until a successor is elected.
2. The Finance/Budget Chair shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Finance/Budget Chair shall have general charge of the budgeting of the finances of the Association. All bills for payment must be submitted to the Finance/Budget Chair for processing no later than forty-five (45) days after service is incurred, or invoice is rendered. Failure to comply may result in the expense becoming the responsibility of the individual concerned.
4. The Finance/Budget Chair shall submit an annual budget to the Executive Board for approval in the fall and to the membership at the Annual Business Meeting.
5. The Finance/Budget Chair shall prepare a quarterly report for each Executive Board meeting showing expenditures and balances in each budget item.
6. The Finance/Budget Chair shall maintain and complete a procedure book for successor.

PAST PRESIDENT

The **Past President** is responsible for assisting the President and Executive Board in any way possible. This includes the following:

1. The Past President shall attend Board meetings and Association meetings and give progress reports as necessary.
2. The Past President shall act as a resource person to the President, the Executive Committee, the Executive Board, the Professional Incentive Program, and shall perform other duties as assigned by the President.
3. The Past President shall serve as an ex-officio member of the Bylaws Committee. The Bylaws Committee shall serve as a facilitating unit to study revisions and amendments to the Bylaws of the Association as directed by the Executive Board.
4. The Past President shall serve on the Life and Honorary Membership Awards Committee. The committee shall function within the adopted guidelines of the Life, and Honorary Membership Awards policies and procedures. It will be determined annually if a Life and Honorary Membership Award will be presented at the Annual Conference.
5. The Past President shall maintain and complete a procedure book for successor.

Historian

The Past President shall act as Historian and shall maintain a pictorial and narrative history of the Association. A scrapbook containing photographs and mementos from Association events and activities throughout the years shall be presented to the outgoing President at Installation.

PROFESSIONAL INCENTIVE PROGRAM COORDINATOR

The duties of the PIP Coordinator shall include:

1. The PIP Coordinator shall serve a two-year term, or until a successor is elected.
2. The PIP Coordinator shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Professional Incentive Program Committee (PIP) of the Association will promote the program, evaluate applications and approve recipients eligible to receive a Professional Incentive Certificate, as provided in the adopted guidelines. The Chair of the Professional Incentive Program and Advisory Committee shall serve as provided for in the adopted guidelines of the program. This program shall be self-supporting.
4. The Professional Standards Program Committee (PSP) shall act as a liaison for the National Association of Educational Office Professionals in promoting professionalism.
5. The PIP Coordinator shall work closely with the District Directors and the Annual Conference chair to promote professional growth and to participate in the PIP program. Certificates with provided to conference attendees
6. Achievement in the Professional Incentive Program (PIP) is recognized by a certificate awarded to members who meet the program requirements. This certificate will be awarded at the Annual or District conference of the recipient's choice.
7. The PIP Coordinator shall maintain and complete a procedure book for successor.

VICE PRESIDENT – INSERVICE

The duties of the Vice President, Inservice shall include:

1. The Vice President/Inservice shall be elected in even-numbered years for a two-year term, or until a successor is elected.
2. The Vice President/Inservice shall attend all Board meetings and Association meetings and give progress reports as necessary.
3. The Vice President/Inservice shall work closely with the District Directors in preparing the mini-conferences of the Association, and serve as an advisor to the Professional Incentive Program Committee.
4. The Inservice Training Committee consisting of the Vice President/Inservice and District Directors shall promote seminars, symposiums, professional growth days, educational classes or correspondence courses for the membership; supply bibliographies and reference materials; and compile a record of requests and needs assessment of the membership. The committee may provide inservice educational programs for educational institutions and organizations as requested.
5. All mini-conferences shall offer a discount for members for registration on ALL seminars.
6. The Vice President/Inservice shall develop a library of excellent speakers from Affiliates, District Directors, and Annual Conference Chairs in order to provide good conferences and to be a resource for districts in California.
7. The Vice President/Inservice shall develop a marketing tool to promote CAEOP and staff development.
8. The Vice President/Inservice shall develop a brochure to distribute and place on the web site.
9. The Vice President/Inservice shall maintain and complete a procedure book for successor.

MEETING TRAVEL PLANNER

The duties of the **Meeting Travel Planner** shall include:

1. The Meeting Travel Planner shall serve a two-year term, or until a successor is elected.
2. The Meeting Travel Planner shall attend Board meetings and Association meetings and give progress reports as necessary.
3. The Meeting Travel Planner shall negotiate all contracts entered into by the Executive Board covering lodging, meeting space, food and beverage, amenities, transportation and incentive travel.
4. The President will appoint one Meeting Travel Planner, and one Consultant. Each will have served as a member of the Executive Board for at least two years.
5. The Meeting Travel Planner shall report to the Executive Board and both the meeting travel planner and the consultant shall be funded as provided for in the Annual Budget.
6. The Meeting Travel Planner will work with the Executive Board to obtain the rooming lists and work with the hotel's reservation manager. Contracts negotiated should be signed by the Meeting Planner.
7. The Meeting Travel Planner shall maintain and complete a procedure book for successor.