



Chinese Language Teachers Association - Washington State

# 華州中文教師學會

## CLTA-WA Board Position and Duties

### I. Basic Understanding and Essential Commitment for All Board Members

All CLTA-WA Board members shall familiarize themselves with the Association bylaws and conduct themselves and board business accordingly

All CLTA-WA Board members shall familiarize themselves with meeting protocols and agree to conduct meetings accordingly

CLTA-WA Board members agree to attend board meeting regularly, perform board functions, and actively represent and promote CLTA-WA's interests

### II. Duties of Appointed Officers

An Officer shall be a member of the Board of Directors. The Officers shall all work closely with each other in conducting the business of CLTA-WA in accordance with the terms defined in the CLTA-WA bylaws.

(i) **President:** The President shall

preside over all meetings of the Membership, the Board of Directors, and meetings of the Officers

be CLTA-WA's chief spokesperson and representative

work closely with the Vice President and the Immediate Past President in conducting the business of CLTA-WA

nominate for approval of the Board of Directors at their Regular Meeting chairpersons for the Standing Committees

appoint Members to Standing Committees and may from time to time establish new committees

nominate a successor for approval by the Board of Directors when any of the positions of Appointed Officers shall fall vacant

become Immediate Past President at the end of the President's term

oversee the comprehensive operation of Association business and **do due diligence in ensuring all board officers and committee members perform their assigned duties in timely manner**

keep good record of Association business to hand over to the new board at time of transition

serve as web administrator and maintain communication with Membership and listserv on behalf of the Association



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(ii) **Vice-President:** The Vice President shall

assist the President as the President directs,

serve as Acting President in the absence or incapacity of the President

succeed to the Presidency at the end of the Vice President's term

(iii) **Immediate Past President:** The immediate past president shall

act as an Officer to the Board of Directors

be available for advice and counsel to the President and Board and for program consultation for events hosted by CLTA-WA

(iv) **Secretaries:**

## **The Recording Secretary shall**

maintain the records of CLTA-WA, including a list of members which includes their names and contact information

update membership information in timely manner, within two weeks of membership sign up

communicate renewal time to those whose membership is up for renewal

ensure that those who serve in the positions that require membership in good standing are members in good standing, maintain membership update, communicate to the president when inconsistency happens and reconcile the inconsistency to the best possible condition

## **The Corresponding Secretary will**

take accurate meeting minutes and distribute for review in timely manner---distribute within a week after meeting date

update minutes after members review the draft and ready the updated version for approval at beginning of subsequent meeting

keep copies of minutes of all meetings of the Board of Directors and of members of CLTA-WA

safe-keep Association documentation papers



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(v) **Treasurers:**

**The Recording Treasurer shall**

be fluent in using Excel program to record flow of fund

collect and accurately record in timely manner any annual dues, fees and all contributions, and record expenditures accurately and in timely manner

work with accounts payable treasurer to prepare comprehensive information for question and review by, and for, the board to set budget for the following year at a meeting prior to AGM

deposit all moneys received in the name of CLTA-WA in a bank designated by the Board of Directors

collect membership forms and pass on to recording secretary in timely manner—within one week of receipt of such forms

coordinate with accounts payable treasurer and president on regular basis—at the least every two months, more frequent if necessary---to ensure the Association financial record is accurate and consistent with actual flow of funds

serve on the Finance Committee.

**The Accounts Payable Treasurer shall**

write checks and make payments in accordance with Association business needs

keep and update records of all financial transactions made in the name of CLTA-WA immediately after a transaction occurs

coordinate with recording treasurer and president on regular basis—at the least every two months, more frequent if necessary---to ensure the Association financial record is accurate and consistent with actual flow of funds

work with recording treasurer to prepare comprehensive information for question and review by, and for, the board to set budget for the following year at a meeting prior to AGM

serve on the Finance Committee.