

# FLORIDA RECORDS MANAGEMENT ASSOCIATION

## DUTIES & RESPONSIBILITIES OF THE EXECUTIVE BOARD MEMBERS

### **EXECUTIVE BOARD MEMBERS:**

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(hereinafter referred to as “Board” or “Board members”)

President  
Vice President  
Secretary  
Treasurer  
Immediate Past President  
Five (5) Directors:  
    Director of Administration  
    Director of Membership  
    Director of Conference Programs  
    Director of Public Relations  
    Director of Education

- ▶ Board members shall serve in the same capacity for the Association.
- ▶ The Board shall have the power and authority to manage the Association and to govern its affairs.
- ▶ The Board shall determine policies and procedures within the limits of the Bylaws of the Association, and shall take such actions as it considers necessary to carry out the objectives of the Association.
- ▶ The Board has the authority to act for the Association between meetings of the Association.
- ▶ The Board shall meet at the Annual Business Meeting of the Association; shall meet a minimum of four (4) times per year to conduct the business of the Association; and shall hold such other meetings as it may deem necessary by the President, upon the approval of the Board, by the request of at least three (3) members of the Board, or at the written request of one third (1/3) of the membership.
- ▶ Whenever, in the judgment of the Board, as questions arise that should be put to a vote of the Board that cannot await a meeting of the Board, the Board may vote by mail, telephone, or electronic means.
- ▶ A majority of the total number of members officially registered for any meeting shall constitute a quorum for the transaction of business.
- ▶ Board members shall attend all regular and called meetings of the Association and Board. If unable to attend, they shall notify the President or Secretary in advance of the meeting.
- ▶ Board members must keep current in their annual membership dues to continue serving on the Board, and Board members shall renew their memberships by January 31<sup>st</sup> of each year.
- ▶ Board members shall each write an article for publication in each quarterly newsletter.
- ▶ The Board may establish ex-officio seats on the Board and shall define their role and status on the Board.
- ▶ All members of the Board shall serve until their successors are elected and assume their duties.

**PRESIDENT – Chief Executive Officer****TERM OF OFFICE:  
Two Years**

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- Preside at all meetings of the Association and the Board.
  - Schedule Board meetings on a quarterly basis, or additional times as deemed necessary.
  - Prepare meeting agendas and distribute to members in advance of meetings.
  - Prepare an annual report to the Association.
  - Serve as an ex-officio member of all committees, except the Nominating Committee.
  - Appoint members to committees as needed, with the approval of the Board.
  - Must be bonded.
  - Deposit and disperse Association funds in the event that the Treasurer is unable to do so.
  - Sign checks on the Association's checking account according to the following procedures:
    - Expenditures of \$100.00 or less may be made directly by the Treasurer without prior approval.
    - Expenditures greater than \$100.00 must be approved by the President.
    - Expenditures greater than \$1,000.00 must be approved by the Board.
    - All Association checks should be signed by the Treasurer; however, the President and Vice President are authorized to sign if needed.
  - Sign financial documents as required.
  - Maintain the President's notebook of the Association.
  - Write the President's message for each newsletter.
  - Approve any publications or forms being distributed to Association members.
  - Perform such other duties as assigned by the Board.

**VICE PRESIDENT****TERM OF OFFICE:  
Two Years, Elected Every Odd-Numbered Year**

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- Assist the President in the management of the affairs of the Association.
  - Assume all duties of the President during an absence or disability, and shall serve as Interim President in the event the office of President becomes vacant.
  - Represent the President when necessary as an ex-officio member of all committees, except the Nominating Committee.
  - Must be bonded.
  - Sign checks on the Association's checking account according to the following procedures:
    - Expenditures of \$100.00 or less may be made directly by the Treasurer without prior approval.
    - Expenditures greater than \$100.00 must be approved by the President.
    - Expenditures greater than \$1,000.00 must be approved by the Board.
    - All Association checks should be signed by the Treasurer; however, the President and Vice President are authorized to sign if needed.
  - Sign financial documents as required.
  - Write an article for publication in each quarterly newsletter reporting on their duties as Vice President.
  - Purchase gifts for the outgoing Board members and Committee Chair members.
  - Perform such duties as may be assigned by the President and the Board.
  - Succeed to the office of President after serving one term as Vice President.

**SECRETARY****TERM OF OFFICE****Two Years, Elected Every Odd-Numbered Year**

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- Keep a record of all proceedings of the Association and the Board (minutes, reports, correspondence, etc.).
- Issue all notices as required by the Bylaws or as required by law.
- Maintain the Secretary's notebook of the Association, keeping records in chronological order.
- Distribute Board meeting minutes to all Board members after each meeting.
- Keep a record of the Board history.
- Write an article for publication in each quarterly newsletter reporting on their duties as Secretary.
- Perform such duties as may be assigned by the President and the Board.

**TREASURER****TERM OF OFFICE:****Two Years, Elected Every Even-Numbered Year**

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- Keep safe Association funds.
- Maintain adequate financial records for the Association.
- Must be bonded.
- Collect dues.
- Deposit all monies with an insured, reliable bank in the name of the Association.
- Sign checks on the Association's checking account according to the following procedures:
  - Expenditures of \$100.00 or less may be made directly by the Treasurer without prior approval.
  - Expenditures greater than \$100.00 must be approved by the President.
  - Expenditures greater than \$1,000.00 must be approved by the Board.
  - All Association checks should be signed by the Treasurer; however, the President and Vice President are authorized to sign if needed.
- Sign financial documents as required.
- Prepare an annual budget.
- Prepare an annual financial report to the Association.
- Prepare quarterly financial reports.
- Submit a report of receipts, disbursements, and balance on hand upon the request of the Board.
- Participate in the annual internal audit.
- Participate in the external audit which must be performed prior to the conclusion of the Treasurer's term of office.
- Preserve records of the Association, which may include, but are not limited to:
  - Journals (general, cash receipts, disbursement)
  - General ledger
  - Bank statements
  - Canceled checks
  - Receipts and invoices.
- Write an article for publication in each quarterly newsletter reporting on their duties as Treasurer.
- Perform such duties as may be assigned by the President and the Board.

## **IMMEDIATE PAST PRESIDENT**

- Provide guidance and assistance to the incoming President.
- Serve as ex-officio member of the Board with the right to vote in the year after their term as President has expired.
- May serve on the Board as a non-voting advisor in the second year after the term as President has expired.
- May serve in some capacity on the Board, as requested by the Board, due to the resignation, withdrawal, or other circumstance that causes a vacancy in the leadership of the Association.
- Perform additional duties as may be assigned by the President and the Board.

## **DIRECTOR OF ADMINISTRATION**

**TERM OF OFFICE:**

**Two Years, Elected Every Odd-Numbered Year**

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- Perform an annual review of the Bylaws.
  - Perform an annual review of the *Duties and Responsibilities of the Executive Board* document.
  - Perform an annual review of any and all operating procedures.
  - Preserve records of the Association, which may include, but are not limited to:
    - Articles of incorporation
    - Bylaws
    - Election results
    - IRS Determination Letter
    - 1023 Application
    - Calendar of events
    - Dues statements
    - Correspondence
    - Forms
    - Contracts and deeds
    - Scrapbooks and photo albums
    - Publications and brochures
    - Sign-in book (guest or nonmember)
    - Conference attendance sheets
    - Tax returns
    - IRS Forms 990 (Return of Organization Exempt from Income Tax)
    - Audits and/or compilations.
  - Supervise an annual audit and any special audits.
  - Oversee the Legal Committee.
  - Oversee the Audit Committee.
  - Write an article for publication in each quarterly newsletter reporting on their duties as Director of Administration.
  - Perform such duties as may be assigned by the President and the Board.

**DIRECTOR OF MEMBERSHIP****TERM OF OFFICE:  
Two Years, Elected Every Odd-Numbered Year**

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- Maintain a current listing of all members in good standing.
- Initiate recruitment efforts.
- Coordinate elections of the Association.
- Oversee the Membership Coordinator.
- Oversee the Nominating Committee.
- Collect and receive membership and conference registration fees.
- Submit current membership information to Membership Coordinator as received.
- Submit a list of conference registrations to the Director of Conference Programs.
- Write an article for publication in each quarterly newsletter reporting on their duties as Director of Membership.
- Perform such duties as may be assigned by the President and the Board.

**DIRECTOR OF CONFERENCE PROGRAMS****TERM OF OFFICE:  
Two Years, Elected Every Even-Numbered Year**

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- Coordinate and plan the program and accommodations for the Annual Conference, Mid-Year Conference, and any other special conferences.
- Oversee the Annual Conference Program Committee, the Mid-Year Conference Program Committee, the Hospitality Committee, and any special conference committee.
- Write an article for publication in each quarterly newsletter reporting on their duties as Director of Conference Programs.
- Perform such duties as may be assigned by the President and the Board.

**DIRECTOR OF PUBLIC RELATIONS****TERM OF OFFICE:  
Two Years, Elected Every Even-Numbered Year**

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- Publish the newsletter.
- Maintain the Web site.
- Coordinate sponsors and vendors for conferences.
- Oversee the Publications - Newsletter Editor/Committee, the Public Relations – Sponsor Committee, and the Web Master.
- Write an article for publication in each quarterly newsletter reporting on their duties as Director of Public Relations.
- Perform such duties as may be assigned by the President and the Board.

**DIRECTOR OF EDUCATION****TERM OF OFFICE:  
Two Years, Elected Every Odd-Numbered Year**

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- Coordinate the educational activities of the Association.
- Coordinate, contact, and schedule speakers for conferences.
- Negotiate, on behalf of the Board, contracts with educational institutions.
- Determine the eligibility of courses and instructors.
- Coordinate disbursement of certificates, CEU's, and other educational achievements.
- Serve as Chairman of the Education Committee.
- Write an article for publication in each quarterly newsletter reporting on their duties as Director of Education.
- Perform such duties as may be assigned by the President and the Board.

## **STANDING COMMITTEES:**

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### **AUDIT COMMITTEE**

- Conduct an annual internal audit of the financial records.
- Arrange for an external audit of the financial records which must be performed prior to the conclusion of the Treasurer's term of office.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Administration with a committee update to be presented.

### **NOMINATING COMMITTEE**

**No less than three (3) members,  
appointed each year**

- Send out Election Nominating Forms to membership.
- Contact the candidates nominated by members.
- Compile a ballot offering a slate of candidates for each office and include space for write-in candidates for each office.
- Distribute ballots to membership at least 30 days before the election.
- Establish and clearly note a deadline for the return of ballots.
- Count the ballots.
- Committee Chair will promptly notify Board members of election results, and promptly notify all candidates of election results by personal phone call.
- Committee Chair will announce the election results at the Annual Business Meeting.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Membership with a committee update to be presented.

### **LEGAL COMMITTEE**

- Research legal issues that may pertain to or affect the Association.
- Submit all findings of legal issues to the Board.
- Revise the Association's Bylaws as necessary.
- Revise the *Duties and Responsibilities of the Executive Board Members* document as necessary.
- Provide articles to the Director of Public Relations regarding all changes to Association Bylaws.
- Provide legislative changes and information regarding records management to the Director of Public Relations for publication.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Administration with a committee update to be presented.

**CONFERENCE PROGRAM COMMITTEE**

- Organize the Annual, Mid-Year, and any other special conference agendas.
- Identify the conference themes, and provide associated educational content and quality speakers.
- Work closely with the Education Committee regarding recommendations and topics of records management.
- Organize volunteers to help with the conferences and give them specific assignments.
- Research and communicate with the conference headquarters (hotel, resort, etc.) regarding the conference rooms for the Association.
- Prepare and distribute conference forms and publications. The distribution shall be done at least 60 days prior to conference date.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Conference Programs with a committee update to be presented.

**EDUCATION COMMITTEE**

- Research and submit materials of interest regarding records management to the Director of Public Relations to place in the quarterly newsletters.
- Research and submit recommendations for speakers at the conferences to the Director of Education regarding topics related to records management.
- Work closely with the Conference Program Committee regarding topics and speakers.
- The Director of Education, as Committee Chair, will present committee reports at Board meetings.

**GRANTS COMMITTEE**

- Research grants that may be available to the Association.
- Prepare grant applications.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the President with a committee update to be presented.

**MEMBERSHIP COMMITTEE****Includes the Membership Coordinator**

- Maintain records of the current membership of the Association by working closely with the Treasurer.
- Publish a membership directory and distribute at each Annual Conference.
- Send a Membership Welcome Letter to all new members.
- Provide new membership information to the Director of Public Relations.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Membership with a committee update to be presented.

### **PUBLICATIONS - NEWSLETTER COMMITTEE**

- Contact members for articles to publish in the newsletter.
- Work with the Director of Public Relations to publish four newsletters a year: January, April, July and October.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Public Relations with a committee update to be presented.

### **PUBLIC RELATIONS – SPONSOR COMMITTEE**

- Research and contact vendors and sponsors to participate in the Annual, Mid-Year, and any other special conferences.
- Work closely with the Director of Conference Programs concerning space and accommodations for the vendors and sponsors at conferences.
- Provide recognition articles to the Director of Public Relations for publications pertaining to all sponsors from the conferences.
- Attend Board meetings to present a report of the Committee's activities. If a committee member is unable to attend the Board meeting, the Committee Chair will contact the Director of Public Relations with a committee update to be presented.