ALASBO Board Job Descriptions

President

The President serves as the spokesperson for the Alaska Association of School Business Officials, chairs all meetings of the Board of Directors, is responsible for the content of the program for conferences and facilitates development and implementation of ALASBO's Strategic Plan.

The President shall:
• Work with the Executive Director to develop and distribute Board meeting agendas.
• Facilitate Board meetings.
• Coordinate an annual budget with the Executive Director and Treasurer to include a budget-to-actual accounting.
• Write a 'President's Message' for newsletters due the first of February, May, August, and November.
• Communicate annual assignments to ALASBO Committees as determined by Strategic Plan.
• Attend ACSA teleconferences and meetings as appropriate.
• Plan and coordinate arrangements with chair of the Legislative Committee and the Executive Director for the Legislative Fly-In held in Juneau.
• Plan and coordinate arrangements with the Executive Director for the Summer Leadership meeting, to include:
  o Annual meeting planning
  o Work on ALASBO organization issues.
• Attend ASBO Leadership Forum (February) and ASBO Annual Meeting (fall), funded by ALASBO if necessary and if budget allows.
• Plan and coordinate arrangements with the Executive Director for the content of the Annual Conference held in Anchorage
  o Develop theme, selects keynote speaker and coordinates agenda
  o Select pins and logowear; advise on logistical arrangements.

President Elect

The President Elect is an active member of the Board and takes a leading role in planning the Annual Conference.

The President Elect shall:
• Facilitate Board meetings in the absence of the President.
• Participate in all Board meetings as a voting Board member.
• Prepare to advance to the President position following a one-year term as President Elect. The term as President shall commence at the ALASBO Annual Conference.
• Attend ACSA teleconferences and meetings as appropriate.
• Attend ASBO Leadership Forum (February), funded by ALASBO if necessary and if budget allows.
• Attend Legislative Fly-In and ASBO Annual Conference, if possible.
• Take a leading role during the Summer Leadership meeting in planning for the Annual Conference
• Develop sectional topics and assign them to Board members and others to arrange speakers and session descriptions
• Follow up on obtaining completed presentation forms.

Secretary

The Secretary provides clerical and administrative assistance for the Board and ALASBO administration.

The Secretary shall:
• Participate in all Board meetings as a voting Board member.
• Act as a resource person for ASBO members and directors.
• Prepare accurate official minutes of Board meetings and annual membership meeting.
• Promote positive relations through effective communication
• Prepare and/or assist in the preparation of program reports as directed.
• Help in announcing and making arrangements for all scheduled meetings.
• Prepare to advance to the President Elect position following a one-year term as Secretary.
• Other duties as assigned.

Treasurer

The Treasurer is an ex-officio member of the ALASBO Board of Directors. The Treasurer is responsible for validating all revenues and expenses of the Association and working with the accounting firm hired to prepare official financial documents.

The Treasurer shall:
• Review and file documentation for all expenses and deposits.
• Prepare checks as requested after validating documentation and available budget.
• Reconcile bank statement monthly to check register and to cash receipts.
• Prepare Treasurer's report and budget-to-actuals workbook for monthly Board meeting.
• Update bank account signers annually or as needed.
• Work with accounting firm to prepare financial statements (FYE March 30) and annual 990 form (due in August).
• Present financial statements, 990 and back-up documentation as requested to the Audit Committee and to the Board.
• Attend monthly teleconference Board meetings.
• Provide suggestions and recommendations to the Executive Director, Audit Committee and Board on the financial management of the Association as appropriate.

Immediate Past President

The Immediate Past President continues in an important leadership role, after having served on the Board as Secretary, President Elect and President.

The Immediate Past President shall:
• Chair the Professional Development Committee.
• Chair the Nominations Committee, which shall consist of four past presidents.
• Participate in all Board meetings as an Ex Officio member.
• Assist President and Executive Direct in planning Summer Leadership.
• Attend as many ASBO International and ALASBO events as possible.

Executive Director

The Executive Director serves the organization in support of the President and the Strategic Plan.

The Executive Director shall:
• In cooperation with the President, establish a productive, professional relationship on ALASBO’s behalf between ALASBO and its members, state agencies, profession associations, state and federal legislators, ASBO International and other ASBO affiliates
• Assist the President in developing Board Meeting agendas.
• Assist the President with Board Meeting preparation.
• Assist the President with ALASBO Committee activities and Board orientation.
• Coordinate newsletter preparation and website maintenance with the Services Committee.
• Assist members with networking and communication:
  o Distribution of membership roster
  o Email questions and information about ALASBO activities.
• Write a 'Director's Message' for newsletters due the first of February, May, August, and November.
• Coordinate membership and conference registration process.
• Assist the President in implementation of the Strategic Plan as determined by the ALASBO Board.
• Attend ACSA teleconferences and meetings as appropriate.
- Work closely with the President and Legislative Committee Chair in planning the Legislative Fly-In:
  - Develop program and agenda
  - Coordinate appointments with legislators.
- Assist members with tracking state and federal legislative activity.
- Work closely with the President in planning the Summer Leadership meeting.
- Work closely with the President and President Elect in planning the Annual Conference:
  - Work with trade show contractor
  - Coordinate bid process (every 2-3 years) to select conference hotel
  - Work with hotel on all conference arrangements
  - Coordinate sponsored receptions and other meeting functions
  - Work with Sponsorship Committee for vendor financial support
  - Oversee preparation of conference program book
  - Order conference supplies as needed
  - Make arrangements for conference packet preparation
  - Follow-up conference with thank-you’s, welcome to new members, evaluations, etc.
- Coordinate ALASBO member participation in the ASBO International Annual Conference (fall) and ASBO Leadership Forum (February), attending these meetings as an ALASBO representative.
- Participate in ASBO Executive Directors Group (AEDG) meetings, including summer face-to-face meeting.
- Recommend policy and procedure changes to the Board.
- Work with the President and Treasurer to develop annual budget and track expenses throughout the year.
- Maintain and enhance revenue stream to enable ALASBO’s financial stability.
- Develop and manage special projects and programs as requested.
- Collect and maintain all ALASBO records including historical records.

**Directors**

Directors play an important role in setting the direction for ALASBO, as well as completing tasks that fulfill ALASBO’s mission during their two-year term.

Directors shall:
- Assist in planning the annual conference and arranging for sectional speakers as assigned.
- Assist with preparing conference packets on the day before the annual conference begins (usually Saturday afternoon).
- Attend Board meeting at the end of the Annual Conference (usually Wednesday afternoon).
- Participate in all Board meetings as a voting Board member.
- Participate in orientation session with President and Executive Director.
• Attend as many ASBO International and ALASBO events as possible.
• Serve on at least one ALASBO committee.
• Provide at least one article for the quarterly newsletter during the term of office
• Function as the ALASBO liaison with specific school districts that are assigned by Board seat. Directors will communicate situations and issues relative to their assigned school districts as appropriate to the ALASBO President or Executive Director. Suggested communication techniques include:
  o Monthly email communication
    ▪ Contact relative to attending ALASBO's Fly-In
    ▪ Contact relative to attending ALASBO's Annual Conference
    ▪ Query business managers about desired training opportunities
    ▪ Solicit feedback from those who may be on ALASBO committees
    ▪ Query business managers about situations when ALASBO may be of assistance (colleague support)
    ▪ Change in District staff
  o Quarterly telephone call

Job Descriptions reviewed and approved by the ALASBO Board – February, 2011
Treasurer Job Description reviewed and approved – July, 2015