

ALASBO Board Job Descriptions

President

The President is a voting member of the Board of Directors serves as the spokesperson for the Alaska Association of School Business Officials, chairs all meetings of the Board of Directors, 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.
- Attend ALASBO conferences
- Ensure an annual budget is developed and monitored by ALASBO contracted staff and the Treasurer to include a budget-to-actual accounting.
- Write a 'President's Message' for newsletters due the first of February, May, August, and November.
- Ensure annual assignments are communicated in coordination with ALASBO contracted staff to ALASBO Committees as determined by Strategic Plan. Attend ACSA teleconferences and meetings as appropriate and write articles for the ACSA newsletters.
- Ensure the Professional Development Committee coordinates plans with ALASBO contracted staff for the Summer Leadership Conference and the Annual Conferences, to include:
 - Develop theme and selects keynote speaker
 - Selects pins and logowear (to be purchased by members from vendor)
 - Professional Development
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 - Work on ALASBO organization issues as needed
- Attend ASBO Leadership Forum (February), ACSA Fly-In (March) and ASBO Annual Meeting (fall) funded by ALASBO.

President Elect

The President Elect is a voting member of the Board of Directors and takes a leading role as a member of the Professional Development Committee in planning the Summer Leadership and Annual Conferences.

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 through participation in activities involving the president in

managing ALASBO The term as President shall commence at the ALASBO Annual Conference.

- Attend ACSA teleconferences and meetings as appropriate.
- Attend ALASBO conferences.
- Attend ASBO Leadership Forum (February), and the ACSA Fly-In funded by ALASBO.
- Attend ALASBO conferences and the ASBO Annual Conference, if possible.
- Take a leading role on the Professional Development Committee in planning for the Annual Conference
- Manage sectional topics developed by the Professional Development Committee and assign them to Board members and others to arrange speakers and session descriptions
- Follow up on obtaining completed presentation forms.

Secretary

The Secretary is a voting member of the Board of Directors who provides clerical and administrative assistance for the Board and ALASBO administration.

The Secretary shall:

- Participate in all Board meetings as a voting Board member.
- Attend ALASBO conferences.
- Act as a resource person for ALASBO 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.
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- Prepare to advance to the President Elect position following a one-year term as Secretary.
- Other duties as assigned.

Treasurer

The Treasurer is a voting 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 Quick Books check register.
- Prepare Treasurer's report and association year-to-date budget-to-actuals report for monthly Board meeting.

- Prepare quarterly year-to-date budget vs actual reports for ALASBO programs/divisions
- 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.
- Attend ALASBO conferences.
- Provide suggestions and recommendations to the ALASBO contracted staff , Audit Committee and Board on the financial management of the Association as appropriate.

Immediate Past President

The Immediate Past President is a voting member of the Board of Directors who 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 .
- Assist with planning for Summer Leadership and Annual Conference
- Attend as many ASBO International and ALASBO events as possible.

Executive Director and Associate Executive Director (ALASBO contracted staff)

The ALASBO contracted staff serves the organization in support of the Board of Directors and the Strategic Plan.

ALASBO contracted staff shall:

- In cooperation with the President, establish a productive, professional relationship on ALASBO's behalf between ALASBO and its members, state agencies, professional 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.
- Follow-up on Board meeting actions as appropriate.
- Assist the President with ALASBO Committee activities and Board orientation.
- Coordinate newsletter preparation and website maintenance.

- Develop and manage the ALASBO budget with authorization to make financial decisions outside the budget with concurrence by the President.
- Assist members with networking and communication:
 - Distribution of membership roster
 - Email questions and information about ALASBO activities.
- Write a 'Director's Message' for newsletters due the first of February, May, August, and November.
- Coordinate Board Director newsletter articles
- Coordinate membership and conference registration process.
- Assist the President in implementation of the Strategic Plan as determined by the ALASBO Board.
- Manage ALASBO professional development activities such as the New Business Manager Institute, Power Lunches, and other programs determined by the ALASBO Strategic Plan.
- Attend ACSA teleconferences and meetings as appropriate.
- Work closely with the Legislative Committee and Education Funding Work Group re: legislative matters.
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- Manage ALASBO Conferences and work closely with the Professional Development Committee in planning the Summer Leadership meeting and 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
 - Promote vendor sponsorship program 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-yous, welcome to new members, evaluations, etc.
- Coordinate ALASBO member participation in the ASBO International Annual Conference (fall), ASBO Leadership Forum (February), and ACSA Fly-In and attend these meetings as an ALASBO representative.
- Participate in ASBO Executive Directors Group (AEDG) meetings, including the summer face-to-face meeting.
- Ensure ALASBO records are secure and records retention is occurring.
- 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.
- Note: Executive Director is a non-voting ex officio member of the Board of Directors.

Directors

Directors play an important role in setting the direction for ALASBO, as well as completing tasks to 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 ALASBO conferences.
- 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
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Legislative Liaison

- Coordinate ALASBO Legislative Activities with Legislative Committee Chair, including legislative interactions with ACSA
- Create welcome packet and other communications to legislators
- Share information from AASB, AML, and other associations with members as appropriate (ACSA sends information to ALASBO members)
- Create communications to/from ALASBO, the Legislative Committee (LC), the Education Funding Work Group (EFWG) functions in support of the ALASBO LC), and members
- Coordinate ALASBO legislative fly-in activities
- The Legislative Liaison shall have an ALASBO email account for legislative related communications
- ED and Associate ED shall be included in legislative related communications
- Represent ALASBO at AASB and ACSA legislative conferences/meetings held in Juneau and provide a report to the Executive Director
- Attend LC and EFWG meetings
- NOTE: The ALASBO Legislative Committee (LC) includes the Immediate Past President, President, President Elect, Legislative Committee Chair, Legislative Liaison, Legislative Data Analyst, ED and Associate Ed. The Education Funding Work Group (EFWG) is composed of members expressing interest in the ED.

Legislative Analyst

- Research and draft documents per legislative inquiry, LC/EFWG direction and/or in cooperation with the Legislative Liaison, ED, or Associate ED
- Communications from the Legislative Analyst to legislators will go through the Legislative Liaison, Legislative Committee Chair or the Executive Director, depending on the communication
- Represent ALASBO at AML and ASCA legislative conferences/meetings held in Juneau and provide a report to the Executive Director
- Attend EFWG and LC meetings

Job Descriptions reviewed and approved by the ALASBO Board – February, 2011

Treasurer Job Description reviewed and approved – July, 2015

Job Descriptions reviewed and approved by the ALASBO Board - April 2020