

January 23, 2018

2018-19 RAABSE Executive Board Nominations

Dear RAABSE member:

Each year RAABSE conducts elections to fill positions of Executive Board members whose two-year terms are coming to an end. RAABSE Executive Board positions are elected on a rotating two-year term. As a result of the two-year rotating term, one half of the Executive Board positions expire each year. During the September 2016 general body meeting, newly elected officers for the positions of President, Vice-President, Treasurer, Chaplin, Corresponding Secretary, Parliamentarian and Historian were sworn in to begin their two-year terms.

Nominations will soon begin to be received for the following positions which will take office in 2018. Executive Board two-year term positions to be filled will be: **President, Vice-President, Treasurer, Chaplin, Corresponding Secretary, Recording Secretary, Financial Secretary, Parliamentarian and Historian.** RAABSE seeks members from throughout the metroplex, who are interested, dedicated and qualified to serve in these capacities to submit nomination forms to be considered for elections.

Members interested in running for office must meet the requirements of:

1. Be a current dues paying member in a local affiliate for at least the past year
2. Be in good standing (dues) with RAABSE and TABSE for at least a year
3. Be qualified in the skills to fulfill the duties of the office as listed below
4. Be willing to give the time to serve for the two-year term of office or until a successor is elected and installed
5. Be dedicated to help making RAABSE the premiere organization of African American educators.

Nomination ballots will begin to be received from February 1, 2018 until May 8, 2018 from interested members or those members nominating other qualified members for office. Nominated members **must be** current dues paid members as stated earlier to be eligible to seek office. Nomination ballots received will be compiled. Elections for the positions will occur at the May 23rd general body meeting. Installation of officers will occur at the September 2018 general body meeting.

Nomination ballots will be sent to members via google form. Members are encouraged to get involved in our organization and accept the opportunity to serve on your RAABSE Executive Board.

RAABSE Duties of the Offices

President

The success of the Alliance's meetings and special projects depends a great deal upon the leadership of the president. The president shall preside at all meetings of the Alliance and shall have authority to call special meetings. Additionally, the president shall be an ex-officio member of all standing committees and shall provide the second signature on checks along with the treasurer and/or financial secretary. The president shall serve as the chief officer in public relations and publicly represent the organization.

Other responsibilities of the president may include, but are not limited to:

- providing and executing vision for future growth of the Alliance
- setting a good example by cooperating with others
- knowing and informing the Alliance of state and national activities
- conducting orderly meetings
- presiding and calling the meeting to order and directing the business meeting
- in case of a tie vote, casting the deciding vote
- motivating board members and the general membership
- attending executive board meetings
- promoting the Alliance
- recruit new member

Vice-President

The president elect works closely with the president and is responsible for maintaining the responsibilities of president when the president is incapable of performing his/her duties. He/she sees that all programs are planned in advance and ready at the time they are to be presented and acts, with the president, as a representative of the Alliance. The vice president may advise and assist the other officers when appropriate and necessary.

Other duties of the vice president may include, but are not limited to:

- learning the duties of the president
- preparing to perform these duties on short notice
- working with all officers in setting up for the meeting
- developing a yearly plan of action for the Alliance
- keep the historian informed about programs so that they can be documented
- keeping the publicity committee informed so that publicity can be prearranged
- serving as chairperson of the program committee
- attending executive board meetings
- promoting the alliance
- recruiting new members

Treasurer

The treasurer handles most money aspects of the Alliance including payment of dues, registrations, contributions, and miscellaneous expenses. The treasurer, in accordance with sound fiscal management procedures and policies as established by the Executive Board, shall execute those procedures for signing and disbursement of checks. The Treasurer shall be the chairperson of the Budget Committee which shall study all official audit reports and make recommendations to the Alliance and shall serve on the Audit Committee. The treasurer's report should always be in writing. There should be copies for all members who will be present at the meeting when the report is presented. The treasurer's report should show:

- the name of the organization
- the period which the report covers
- the cash balance at the beginning of the period
- the income received during the period
- the expenses paid during the period
- the cash balance at the end of the period

Other duties of the treasurer may include, but are not limited to:

- attending board meetings
- being the custodian of all Affiliate funds
- receiving and depositing monies in the bank
- presenting Treasurer's report at each Board meeting
- promoting the Alliance
- recruiting new members

Financial Secretary

The financial secretary shall receive and record all incoming monies and transmit same to the treasurer. He/she will maintain accurate membership records and report on the financial status of the membership when requested to do so. The financial secretary shall serve as chairperson of the Audit Committee and as a member of the Budget Committee. Additional responsibilities of the financial secretary include but are not limited to:

- attending board meetings
- promoting the Alliance
- recruiting new members

Recording Secretary

The recording secretary shall keep and preserve good records of all minutes and proceedings of all sessions of the Alliance and the executive meetings whether in or out of regular meetings. He/she should call or check the roll and keep a record of attendance. The recording secretary will call the meeting to order in the absence of the president and president elect and should also read and distribute current minutes at each meeting and hold all records subject to the inspection of the Alliance upon request. Additional responsibilities of the recording secretary include but are not limited to:

- attending board meetings
- promoting the Alliance
- recruiting new members

Corresponding Secretary

The corresponding secretary shall handle all correspondence of the Alliance, including letters, thank you notes and cards, keeping accurate records of the same. He/she shall keep a record of the membership with the name and address of each member. She shall send notices of all meetings of the Alliance and executive committees. Additional responsibilities of the corresponding secretary include but are not limited to:

- sending all Alliance correspondence
- receiving all Alliance correspondence
- sending meeting invitations
- creating Alliance newsletter
- attending board meeting
- promoting the Alliance
- recruiting new members

Historian

The Historian shall be responsible for maintaining a record of proceeding of the alliance. This can be done in the form of pictures, newspaper, clippings, and a documentation in writing of significant events. He/she tracks the history of the Affiliate and documents its activities as well as recording and submitting proper information to the president's designee, as needed. Additional responsibilities of the historian include, but are not limited to:

- being an ambassador for the Alliance
- maintaining/documenting the Affiliate's history
- serving as Chairperson of the Scrapbook Committee
- performing requested duties by the deadlines established.
- attending board meetings
- promoting the Alliance
- recruiting new member

Chaplain

The chaplain provides religious guidance, and serves as an advisor to the Affiliate in all matters pertaining to moral, spiritual, and religious welfare. His/her primary responsibilities are to provide the devotional opening and closing of each board meeting as well as certain RAABSE programs. Additional responsibilities of the chaplain include but are not limited to:

- being an ambassador for the Alliance
- performing requested duties by the deadlines established.
- attending board meetings
- promoting the Alliance
- recruiting new members

Parliamentarian

The parliamentarian shall be the final authority on the proper rules of order in debate. The rules contained in the current edition of Robert's Rules of Order- New and Revised shall govern the Alliance in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Alliance may adopt. Additional responsibilities of the parliamentarian include but are not limited to:

- maintain order during meetings and other assemblies of the Affiliate
- performing requested duties by the deadlines established.
- being an ambassador for the Alliance
- promoting the Alliance
- recruiting new members
- attending board meetings