

2013 OPEN POSTIONS

President-Elect (2-year term with 2nd year as President)

Responsibilities:

1. Serve as a member of the Board of Directors
2. Perform the functions of President as needed in the President's absence or when unable to perform the functions of the President as determined by the Board of Directors.
3. Serve as the chair of the Program Committee
4. Serve as a member of the Budget Committee
5. Perform such other duties as may be designated by the Board of Directors

Secretary-Treasurer-Elect (2-year term with 2nd year as Secretary-Treasurer)

Responsibilities:

1. Serves as a member of the Board of Directors and the Board of Directors Executive Committee.
2. Record, type, and distribute by email the minutes of the Executive Board meetings, prior to the next Board meeting.
3. Provide list of board members prior to June 30th to all Board members.
4. Periodically review current membership at all times (via DMIS).
5. Assist the Nominations and Governance Committee as necessary.
6. Perform other duties as may be designated by the Board of Directors.
7. Work closely with Secretary-Treasurer regarding DDA finances.

Nominating & Governance Committee member (3-year term with 3rd year as Chair)

Responsibilities:

1. Directs the activities of the non-board Nominations & Governance Committee according to Article VIII of the DDA Bylaws.
2. Formulate a ballot according to the DDA Bylaws, Article VIII Nominations & Elections, by date designated by the Board of directors.
3. Manage the Awards of the Association: draft a recruitment plan and continuously cultivate new prospects.
4. Ensure that all board members are educated on their responsibilities
5. Ensure that the board conducts a self-assessment.
6. Attend board meetings.
7. Submit articles for each newsletter relating to nominations and governance.

Public Policy Coordinator (3-year term)

Responsibilities:

1. Coordinates activities of State Legislative Government and State Reimbursement Representatives.
2. Submit an article on status of legislative and public policy to each newsletter.
3. Participates in the Public Policy Workshop each year. Advises affiliate president of scholarship availability and candidates.
4. In conjunction with the President/President-elect, appoint members to the positions of State Policy Representative and State Reimbursement Representative.
5. Work closely with the President and other Board members in selecting recipients of PPW scholarships, when applicable.
6. Encourage and promote ADAPAC understanding and donations from the state membership.
7. Attend Board meetings to improve communications and understanding between the Board and ADA legislative priorities.

Newsletter Editor – APPOINTED (2-year term)

1. Develop and plan four issues of the newsletter (February, May, August and November). Submit plan to DDA Board for approval. Maintain guidelines to follow the goals and objectives of the DDA Strategic Plan. Maintain communication with membership. Feature officer reports and determine important topics for the year to be highlighted.
2. Attend DDA Board Meetings to maintain effective communication between membership and the board.
3. Be responsible for keeping appropriate fiscal records for the treasurer and ensure the newsletter remains within the approved budget. Receipts must be furnished for reimbursement.
4. Ensure newsletter deadlines, set by the Board of Directors (BOD) developed according to DDA events, are maintained by all parties involved. The deadline for articles should be a minimum of three to four weeks prior to the date of receipt by DDA membership.
5. Submit a budget recommendation to the President for each new fiscal year.
6. DDA will provide a copy of Microsoft publisher to the editor and editor assistant which will be downloaded to the computer.
7. Editor is encouraged to obtain advertising to increase revenue. Advertising rates are established and apply to any entity that is advertising their product or service (including places which employ board members).
8. A newsletter editor can choose an assistant who would be responsible for proofreading and checking for inconsistencies in the layout.
9. Newsletter requests from a non-DDA member will be directed to the Treasurer. A fee of \$10/issue will be charged.
10. The newsletter will be distributed through the listserv in an attachment with a message regarding it's availability on the member's only section of the DDA website.