

JOB DUTIES OF THE PRESIDENT & VICE PRESIDENT AT-LARGE

PRESIDENT

- Preside at all meetings and act as ex-officio member on all committees
- Secure members for the Audit, Budget and Nominating Committees
- Be prepared to handle all business that pertains to Collin County A&M Mothers' Club
- Prepare the calendar for the coming year
- Set the Board and General Meeting dates
- Secure hostesses for the Summer Socials
- Attend District and Federation Meetings and communicate with Federation on behalf of the club
- Review and approve minutes from the Board and General Meetings; direct the Secretary to distribute
- Prepare the President's Letter for the monthly Newsletter and edit/approve the final copy of the Newsletter
- Prepare agendas for the Board and General Meetings
- Prepare and submit the final report to A&M detailing donations to campus organizations and scholarship recipients
- Purchase the President's pin prior for the incoming President prior to officer installation in May
- Follow the suggested timeline
- Maintain up to date records at all times for your successor

VICE PRESIDENT AT LARGE - IMMEDIATE PAST PRESIDENT

- Serve as interim officer for any office that may be open due to a resignation or death occurring on the Board until such office is filled
- Serve as an advisor to the current President and Board
- Preside at meetings in the absence of the President
- Maintain up to date records at all times for your successor

GENERAL OFFICER DUTIES

THE FOLLOWING DUTIES ARE COMMON TO ALL CLUB OFFICERS

1. Attend all Executive Board Meetings and as many General Meetings as possible.
2. Submit a check request and receipts for payment of budgeted items. Any nonbudgeted expenses must be approved by the President, Executive Board, or Vice President in charge. You must prepare and submit an expense statement for the year, to be presented at the April Board Meeting.
3. Reports shall be made by all Officers and Committee Chairs at each Board Meeting.
4. Submit any money collected to the Treasurer as soon as possible. The Treasurer must account for all Club monies.
5. Copy the President on all correspondence related to your office.
6. Discard records that are over three (3) years old from your file box or notebook unless individual officer guidelines specify otherwise. Offer outdated books or materials to the person who prepared them. Your file box or notebook should contain only information necessary to perform the duties of your office. Do not leave personal cards, invitations, newsletters, etc. in your file box or notebook.
7. Prior to turning over your files to your successor in May, prepare items pertaining to your office for archiving. An Archives List is located at the back of this handbook.
8. Bring archive materials from your file box or notebook to the May Executive Board Meeting to give to the President.

10 Things to Remember When Leading an Aggie Mom Board Meeting

1. Give appropriate notice of a meeting and/or set a regular time for board meetings each month. Only include people that relevant to the meeting and/or discussions.
2. Only hold board meetings that are necessary and have pertinent business to discuss.
3. Always prepare a thoughtful agenda. Distribute the agenda and stick with it as much as possible. The following should be included:
 - Call to order
 - Approval of previous minutes & treasurer's report
 - Unfinished business (specify)
 - New business (specify)
 - Announcements & reports
 - Adjournment
4. Start promptly and end on time. Women (especially mothers) can extend any time together given the chance.
5. Use Robert's Rules of Order.
6. Assign someone to take notes & write minutes.
7. Keep a positive, caring team spirit in the meeting. A group's attitude is dictated largely by its leader. Recognize good ideas and successes. Be diplomatic with differences.
8. Do not conduct committee business and discussions in the board meeting. Most committee topics should be discussed in committees and recommendations brought to the board with support.
9. When a decision is made in a board meeting, it should be documented and the appropriate person(s) or committee assigned the task of acting on the decision. Once a decision is made the entire board should support it to the club.
10. Remember, Aggie Moms are all **volunteers** that love their students and want to help. You are an encourager and supporter.