

TAMPA BAY ASSOCIATION FOR FINANCIAL PROFESSIONALS

BOARD & CHAIR POSITIONS

The elected officers of the Association and their responsibilities are:

1. PRESIDENT

The President of the Association shall:

- Preside at all meetings of the Association and the Executive Committee.
- Have general charge of the business and affairs of the Association subject to the control of the Executive Committee.
- Appoint and oversee the Government Relations Liaison, who will serve a minimum one year term.
- Appoint a Chief Information Officer, who will serve a minimum one year term.
- Appoint the Chairperson of each standing committee to serve a minimum one year term. The standing committees are as follows:
 - (1) Program Committee
 - (2) Membership Committee
 - (3) Speaker Committee
 - (4) Social Media Committee
- Appoint replacements for elected officers, Government Relations Liaison, Chief Information Officer or Chairpersons that resign.
- Serve as an ex-officio member of the Membership Committee during its deliberations to prepare a slate of candidates for an upcoming officer election.

2. VICE PRESIDENT

The Vice President of the Association shall:

- Assist the President in his or her duties
- In the absence of the President, function in his or her capacity, and
- Undertake, as required, special projects at the request of the President
- Oversee the Program Committee Chair and Speaker Chair

3. SECRETARY

The Secretary of the Association shall:

- Keep the minutes of the Associations Advisory Board, Executive Committee and general meetings
- Maintain records of dues and other notices to members
- Keep a register and attendance record of members, and
- Perform all other duties relative to the office of Secretary
- Oversee the Membership Committee Chair and the Social Media Chair.

4. TREASURER

The Treasurer of the Association shall:

- Bill and collect dues, as determined by the Executive Committee, to include meal assessments
- Disburse all monies of the Association
- Maintain a record of cash receipts and disbursements
- Prepare a monthly financial report for presentation to the Executive Committee
- Submit an annual report at the end of the fiscal year, and
- Perform all other duties relative to the office of the Treasurer
- Oversee the Chief Information Officer (Webmaster).

B. Chairpersons and Other Non-elected Officials

1. PROGRAM COMMITTEE CHAIRPERSON

The Program Committee Chairperson of the Association, as appointed by the President, shall:

- Be responsible to and serve on the Executive Committee of the Association
- Appoint two but not more than four members to the Program Committee
- Be responsible for developing programs, with the Speaker Committee Chairperson, to include subject matter, presentation schedules, identifying speakers, making presentation arrangements and addressing audiovisual needs-
- Prepare and distribute all notices of Association meetings, sponsored functions, and any other membership correspondence, as required
- Obtain Executive Committee ratification on all decisions, actions, and functions as proposed by or taken by the Program Committee, which shall include speaker related fee, travel expenses, gifts, etc.
- Obtain the meeting site locations and ensure that the appropriate agreements/contracts are completed by the President.
- Coordinate the food/drinks for the meetings.
- Perform all other duties relative to the position of Program Committee Chairperson

2. MEMBERSHIP COMMITTEE CHAIRPERSON

The Membership Chairperson of the Association, as appointed by the President, shall:

- Be responsible to and serve on the Executive Committee of the Association
- Appoint a Membership Committee of two but not more than four members, committee members should be from target areas of the association, if possible.
- Solicit new members by means of direct mail, email, telephone contact, and/or referral
- Review opportunities for advertising for new members.
- Work with the Social Media Committee to promote membership in the Association.

- Be responsible for administering and enforcing the outlined rules of membership, presenting all membership applications to the Executive Committee for discussion and approval, and introducing newly accepted members to the Association membership
- Obtain Executive Committee ratification on all decisions, actions, and functions as proposed by or taken by the Membership Committee
- Convene the Membership Committee to work with the Secretary of the Association to prepare and present a slate of officer candidates for election by the membership during the annual meeting.
 - (a) Preparing and distributing election ballots, collecting and tabulating all election ballots and votes and
 - (b) Announcing the results of each election
- Perform all other duties relative to the position.

1. SOCIAL MEDIA CHAIRPERSON

The Social Media Chairperson of the Association, as appointed by the President, shall:

- Be responsible to and serve on the Executive Committee of the Association,
- Appoint a Social Media Committee of two but not more than four members
- Serve as the publishing editor for the Association's updates on social websites to include, Linked In, Twitter, and other designated and approved sites. Prepare and submit meeting announcements on a timely basis to all area publications
- Obtain Executive Committee ratification on all decisions, actions, and functions, as proposed by or taken by the Social Media Committee
- Perform all other duties relative to the position

2. SPEAKER CHAIRPERSON

The Speaker Chairperson of the Association, as appointed by the President, shall:

- Be responsible to and serve on the Executive Committee of the Association
- Appoint a Speaker Committee of two but not more than four members
- Be responsible, with the Program Committee Chairperson, for developing programs to include subject matter, presentation schedules, identifying speakers, making presentation arrangements, and introducing speakers to the Association membership
- Obtain approval of the Executive Board for any expenses related to Speakers.
- Work directly with speakers to ensure that all speaker requirements are made prior to the presentation
- Obtain Executive Committee ratification on all decisions, actions, and functions, as proposed by or taken by the Speaker Committee
- Coordinate the Speaker Dinner associated with the Annual Forum.
- Perform all other duties relative to the position

3. GOVERNMENT RELATIONS LIAISON

The Government Relations Liaison of the Association, as appointed by the President, shall:

- Be responsible to and serve on the Executive Committee of the Association
- Serve as the information conduit between the Association and the National Association for Financial Professionals (AFP) on legislative and regulatory issuing impacting Treasury Management
- Be responsible for addressing issues of legislative and regulatory importance to the membership during regular meetings and in the form of articles for the Social Media sites.
- Obtain Executive Committee ratification on all decisions, actions and functions proposed or taken
- Perform all other duties relative to the position

4. CHIEF INFORMATION OFFICER

The Chief Information Officer of the Association, as appointed by the President, shall:

- Be responsible to and serve on the Executive Committee of the Association
- Serve as the Association's information resource with regard to current technological advances and their potential application to the Association and its members
- Be responsible for maintaining/coordinating the Association's website with the website provider to provide accurate and up-to-date information on the Association and its activities. Ensuring all links and postings are updated in a timely manner, and remain current.
- Obtain Executive Committee ratification on all decisions, actions and functions proposed or taken
- Perform all other duties relative to the position