



**LONG ISLAND  
ASSOCIATION FOR SUPERVISION AND  
CURRICULUM DEVELOPMENT**

**AN AFFILIATE OF NEW YORK STATE ASCD  
AND NATIONAL ASCD**

## **Roles and Responsibilities of Executive Board Members**

### **Addendum #1**

**June 1982**

**Revised: February 1982  
Reviewed: February 2009  
Reviewed: August 2010  
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Revised: January 2013  
Revised and Approved August 26, 2020**

# **Roles and Responsibilities of the LIASCD Executive Board Members**

## **President**

1. Preside at all general membership meetings and Executive Board meetings and prepare agenda for same.
2. Appoint Active Past Presidents as per the Constitution. All Active Past Presidents shall be approved by the Executive Board during its annual summer meeting.
3. Supervise officers and Executive Board Members regarding assigned tasks and target dates. Specifics to be found in the review of the duties of all officers and Directors, Addendum # 1.
4. Appoint Directors and/or Active Past Presidents to assist officers and/or to chair committees such as membership, legislative, grants, web master, networking, conferences, scholarship, good and welfare, or other committees deemed necessary at the annual summer meeting.
5. Sign checks in the name of the Association with the Treasurer.
6. Present the annual audit and the annual report to the general membership at the annual fall conference.
7. Represent the organization at any and all required meetings.
8. Establish calendar of meetings for the general membership and for the Executive Board at the annual summer meeting.
9. Serve as the liaison to NYASCD.
10. Present requests for affiliations; determine membership qualifications and the role, if any, of publishers during the annual summer meeting.
11. Outline the expected outcomes for each Director and/or Active Past President during the annual summer meeting.

## **Immediate Past President**

1. Serve as member of the Executive Board.
2. Serve as Chairperson of the Nominating Committee and present recommended slate of officers and Executive Board Members to membership at the general membership meeting in the spring of each school year.

3. Convene the Nominating Committee whenever vacancies occur during the year. The Nominating Committee must submit recommendations to the Executive Board for interim appointments.
4. Annually review the attendance record for each duly elected Executive Board Member.
5. Serve as presiding officer of the election which is to be held at the last general membership meeting of the school year.
6. Prepare plaque for presentation to the President at the final Executive Board meeting.

### **President Elect**

1. Serve as Chairperson of the annual fall conference.
  - a. Create Conference Committee to include Association members from both Nassau and Suffolk Counties.
  - b. Organize program for the fall conference.
  - c. Discuss the participation of publishers and determine participation at the summer board meeting. If approved, reserve publishers who complete and return reservation form for tables, outlets, meals, et cetera.
  - d. Publicize conference to LIASCD members, college professors, superintendents, assistant superintendents and curricular directors, principals and staff of public, private and parochial schools in Nassau and Suffolk Counties.
  - e. Communicate information to appropriate listservs.
  - f. Supervise LIASCD Conference Committee members and service personnel on the day of conference.
  - g. Submit financial statements and a written summary of the attendees' evaluations of the conference at the Executive Board meeting following the conference.
2. Secure featured speakers or programs for the LIASCD's general membership.
3. Supervise the Director assigned to grants and legislative activities.
4. Serve as President Pro Temp of the LIASCD should circumstances require it.

## **Vice President**

1. Serve as Chairperson of the annual spring conference. Such responsibilities same as above “a” through “g” under President Elect.
2. Supervise the Director charged with the responsibilities for networking socials.
3. Secure RFP's (Request for Proposals) from insurance vendors for presentation and action at the Executive Board's annual summer meeting.

## **Secretary**

1. Prepare electronic data base directory (or listing) of members of the Executive Board, giving school or institution affiliation, home addresses, e-mail addresses and contact numbers.
2. Prepare meeting announcements for all general membership meetings.
3. Supervise and coordinate membership drives should the need be determined by the Executive Board at its annual summer Board meeting.
4. Approximately two weeks prior to each Executive Board meeting, remind officers and Executive Board Members of the date. The President and Treasurer are to be notified if the Secretary is unable to attend.
5. Publish the proposed agenda 3 to 4 days prior to the meeting.
6. Maintain a record of attendance for all meetings.
7. Annually present to the Nominating Committee the attendance record for each Executive Board Member.
8. Coordinate special announcements such as details of workshops, special meetings, NYASCD and ASCD events, annual conferences and meeting notifications.
9. Maintain accurate summaries of all LIASCD meetings. A copy of all minutes will be kept on file by the Secretary and electronic copies of same will be provided to all Executive Board members. Copies of minutes will be made available to all members upon request.
10. Post the annual meeting minutes to the LIASCD website.

11. Post the committee assignments for each Director and Active Past-President following the annual summer meeting.
12. File copies of all correspondence written or received in the name of LIASCD.
13. Maintain copies of the following:
  - a. Listing of Executive Board members' addresses, e-mail addresses and telephone numbers.
  - b. Copies of all reports, position papers, et cetera which are presented to the Executive Board or general membership.
  - c. Copies of all announcements from NYASCD and ASCD.
  - d. One copy of the LIASCD Membership Directory data base.
  - e. One copy of all conference agenda.
  - f. Copies of all press releases and electronic postings.
  - g. Copies of correspondence to presenters, to scholarship winners, to LIASCD honorees et cetera.
  - h. Anything deemed appropriate but not listed above.

### **Treasurer**

1. Maintain accurate accounting of all financial transactions.
2. Secure previous year's records, forms, stamps, tags, et cetera.
3. Sign forms for change of authorized signature(s), (if necessary).
4. Provide explanations and follow-up regarding:
  - a. unnegotiated checks
  - b. checkbook balance
  - c. outstanding bills or invoices
  - d. early membership payments for following year (if any)
  - e. payments from sponsors (if any)
5. Provide records for audit as directed by the President and present to the Executive Board in preparation for the external audit prior to the annual summer meeting.
6. Arrange for annual external audit.

7. Negotiate contracts for conferences.
8. Pay all conference and meeting bills.
9. Maintain electronic files of all transactions.
10. Develop Treasurer's Report monthly.
11. Prepare annual budget for presentation and action at the annual summer meeting.
12. Request RFP's (Request for Proposals) when responses need be compared and vendors viewed objectively.

### **Historian**

1. Review annually the Constitution and The Roles and Responsibilities of Executive Board members for relevance and compliance.
2. Maintain the organization's archives.
3. Update the list of past presidents.
4. Serve as the enforcer of Roberts Rules.
5. Present nominations for Honorary Life Memberships to the Executive Board at the annual summer meeting.
6. Maintain :
  - a. Original incorporation documentation.
  - b. Original tax exemption.
  - c. All copies of LIASCD constitutions.
  - d. Past Presidents' list.
  - e. Conferences, newsletters.
  - f. Position statements, et al.
7. Serve as Chairperson of the Good and Welfare Committee.
8. Serve as Chairperson of the Scholarship Committee.

### **Directors and Active Past Presidents**

Directors and Active Past Presidents shall be assigned to roles and responsibilities at the annual summer meeting.

- a. **Two Directors and/or Active Past Presidents will be assigned to assist the President Elect and Vice President for all conferences.**
- b. **One Director and/or Active Past-President shall be assigned to the President Elect to assist with all associated tasks pertaining to grants and legislative activities.**
- c. **One Director and/or Active Past President shall be assigned to assist the Treasurer.**
- d. **One Director and/or Active Past President shall be assigned to assist the Vice-President for the purpose of organizing social networking activities.**
- e. **One Director and/or Active Past President shall be assigned to assist the President with public relations, including but not limited to maintaining the website and publicizing upcoming events.**
- f. **All Active Past Presidents will serve as mentors to newly elected Executive Board Members.**

### **All Elected Officers and Directors**

**All duly elected officers and directors are expected to attend all Board meetings and LIASCD events. Annually records of attendance will be presented by the Secretary to the Chairperson of the Nominating Committee. Three or more absences may result in suspension and for removal from the Executive Board.**