

BCASA OFFICER RESPONSIBILITIES

President

(elected at annual meeting for a 2-year term starting in January of odd years)

1. delegate tasks
2. handle correspondence
3. call and announce meetings
4. chair meetings
5. write newsletter column
6. coordinate activities with sister societies
7. provide information to outside groups
8. summarize year – write annual report
9. nominate officers

Program Chair

(elected at annual meeting for a 2-year term starting in January of odd years)

1. suggest meeting topics
2. designate coordinators who
 - contact speakers
 - make arrangements
 - prepare announcements
 - collect checks
 - record attendees
 - thank speakers
3. coordinate short courses
4. write newsletter column
5. nominate officers

Secretary

(elected at annual meeting for a 2-year term starting in January of even years)

1. write up Planning Committee Minutes
2. write newsletter column
3. nominate officers

Webmaster

(elected at annual meeting for a 2-year term starting in January of odd years)

1. maintain and update the BCASA web site
2. maintain and update the BCASA chapter members-mail list
3. nominate officers

Past President

1. advise President
2. chair Nominations Committee
3. nominate officers

Vice President

(elected at annual meeting for a 2-year term starting in January of even years)

1. serve as president in his or her absence
2. chair Membership Committee
3. write newsletter column
4. work on special projects, e.g., membership surveys
5. take photographs
6. nominate officers

Treasurer

(elected at annual meeting for a 2-year term starting in January of even years)

1. recommend dues to Executive Committee
2. perform bookkeeping
3. handle financial accounts
4. write newsletter column
5. file tax forms and reports to central office of the ASA
6. file for non-profit postal permit, if needed
7. serve on Newsletter Committee
8. maintain mailing list
9. collect dues
10. nominate officers

Newsletter Editor

(elected at annual meeting for a 2-year term starting in January of odd years)

1. chair Newsletter Committee
2. coordinate newsletter activities
3. nominate officers

Representative to the Council of Chapters

(elected at annual meeting for a 3-year term starting in January of designated years)

1. represent chapter
2. write chapter notes for national publications (meetings, officers, etc.)
3. suggest possible national ASA committee appointments
4. coordinate annual survey of membership
5. write newsletter column
6. nominate officers