**IALEIA Board Member Responsibilities**

**President**

The President shall preside at all meetings of the Board. The President performs all duties incident or usually pertaining to such position, and those duties delegated or assigned by the Board. Should vacancies occur on the Board, the President shall with the advice and consent of a majority vote of the Board, appoint officers and directors according to the provisions of Article VII, Section 1, Subsection A. The President shall appoint special committees and special committee chairs as needed.

**Vice President**

The Vice President shall be responsible for IALEIA strategic planning. The Vice President shall succeed to the presidency if the President resigns or is incapacitated, and at the termination of the President’s term of office if such office should otherwise be unfilled. The Vice President shall preside at meetings in the absence of the President. The Vice President shall perform such additional duties as may be assigned by the President or the Board.

**Secretary**

The Secretary shall keep an accurate written record of IALEIA proceedings including all motions approved by the IALEIA Board. The Secretary shall issue notices of meetings; carry on all correspondence not incident to the functioning of other IALEIA offices, committees or chapters. The Secretary shall co-sign with the President all instruments requiring such signatures. The Secretary shall serve as custodian of the IALEIA seal. The Secretary shall: assist the President in preparing meeting agenda and arrange all meetings of the Board. The Secretary shall assist committees, oversee the IALEIA awards program, elections, and proposals submitted to the membership for approval; maintain the bylaws and policy manual. The Secretary shall perform such other duties as may be assigned by the President or the Board.

**Treasurer**

The Treasurer shall obtain and maintain custody of IALEIA funds, receive all monies due IALEIA, and deposit IALEIA funds in such bank or banks as the President may direct. The Treasurer shall maintain all IALEIA financial books, records, and accounts and make them available for inspection by IALEIA officers and members at all times during normal business hours. The Treasurer shall sign or countersign all checks, notes, orders, payments, and drafts made or signed by the President, and shall pay out and dispose of IALEIA funds under the general direction of the President. The Treasurer shall maintain a true account of all monies received and disbursed, and shall present a full report of the financial conditions of IALEIA at each annual or special meeting. The Treasurer shall be required to give a surety bond for the faithful performance of duty in such amount as shall be determined by the full Board. The fee for such bond shall be paid from IALEIA funds. The Treasurer with input from Board members and other key organization personnel, shall annually prepare a budget which shall be presented to the Board for approval. The Treasurer shall coordinate with the accountants to prepare and file all required tax forms. The Treasurer shall perform such other duties as may be assigned by the President or the Board.

**Chapter Director**

The Chapter Director develops new and maintains current IALEIA chapters worldwide, and improves the efficiency, effectiveness, and management of each chapter’s business processes.

**Communications Director**

The Communications Director creates communication strategies to present a consistent message and professional depiction of IALEIA; oversees IALEIA publications; and coordinates IALEIA website and social media content provided by the Board.

**International Director**

The International Director generates increased membership and support for the organization as well as advancing the reputation of IALEIA by: delivering the message of its mission throughout the international community; coordinating outreach, communications, and other liaison functions in the international marketplace.

**Membership Director**

The Membership Director devises membership retention and recruitment strategies; sustains contact with and service to the current membership; and conducts outreach campaigns and surveys of members, and analytical and related communities to generate greater interest in IALEIA.

**Partnership Director**

The Partnership Director coordinates with corporate, academic, and other organizational partners to attract support and involvement in IALEIA; interacts with and secures support from sponsors; develops initiatives beneficial to IALEIA and appropriate partners; and plans and coordinates the annual IALEIA training event.

**Professional Standards Director**

The Professional Standards Director oversees all matters regarding the professional standards of members including IALEIA Certification, professional ethics, and standards of recruiting and selection.

**Training and Development Director**

The Training and Development Director oversees all matters regarding the professional development of members including training, education, career development, mentoring, and scholarships.