

CTA of Michigan
Board Job Profiles
For Officers
9/11/2010

President

Provide focus and direction for Michigan branches
Chair Board Meetings
Chair General Meeting at State Conference
Interface with local branches around the state
Represent Michigan at regional and national meetings
Assist in budget preparation
Assist in preparation of yearly non-profit application and other documents
Media spokesperson for organization
Responsible for Board meeting agenda and distribution thereof
Responsible for publication of newsletter
With the assistance of the board, tentatively establish dates, times and location of the quarterly board meetings at the November board meeting.

Vice-president

Maintain membership list
Prepare and distribute annual dues and appeal letters
Assist president
Be willing to assume duties of President in case of an emergency

Treasurer

Collect and deposit funds and make disbursements
Prepare budgets
Prepare written financial reports for the board meetings
Prepare complete printed financial report and provide a brief summary at the annual meeting (copies available to members upon request).
Assist in preparation of renewal of non-profit request and other documents
Prepare or cause to have prepared all necessary state and federal tax forms

Secretary

Take board minutes and distribute copies to board within two weeks of meeting
Assist President with board agenda
Prepare correspondence
Keep all original/official correspondence and maintain records

Immediate Past President

Provide guidance for the board

Revised August 2010