

DIRECTORS

Board Member Responsibilities

Collaboratively board members will:

1. Determine mission and purpose.
2. Select the chief executive.
3. Support and evaluate the chief executive.
4. Ensure effective strategic planning (goals/objectives).
5. Monitor, and strengthen programs and services.
6. Ensure adequate financial resources.
7. Protect assets and provide proper financial oversight.
8. Build a competent board.
9. Ensure legal and ethical integrity.
10. Enhance the organization's public standing.

Individually board members will:

1. Review meeting materials and participate actively in meetings
2. Serve on at least one committee or task force
3. Provide a personally significant philanthropic contribution
4. Solicit or assist in the solicitation of friends, family members and business contacts in support of the organization

OFFICERS

President

- Presides at and leads general membership and board meetings
- Aids committee members in generating new ideas or finding solutions for challenges
- Serves as ex-officio on all committees

President-Elect

- Stands in for the President in their absence
- Serves on the Governance and Administration Committee
- Leads the annual recruitment, nomination and election process

Secretary

- Creates, authenticates, and preserves minutes and other corporate documentation.
- Manages and certifies the validity of proxies at general membership meetings.
- Receives, records and reports communication on behalf of the organization (including resignations)
- Prepares checks and has possession of the check books.

The Treasurer is the officer primarily responsible for the management and reporting of SAVMA's finances. The Treasurer has signing power on the account. The Treasurer submits a report to the Board at each board meeting.

- Submits the IRS form 990 annually
- Chairs the Governance and Administration Committee

Committee Chairs

All SAVMA committees are chaired by a Director. Members of each committee can come from the general membership, but the chair must be a Director.

- Sets and distribute agendas, meeting notices, and minutes
- Ensure minutes are taken and submitted to the Chair of the Board
- Facilitates committee meetings
- Develop committee goals and objectives that are connected to the strategic plan
- Ensure all committee members are actively assigned projects as this is where the work of the board is accomplished
- Help the committee formulate philosophy statements, and recommendations and motions to the Board of Directors
- Plan for committee sustainability by recruiting new members with pertinent skills and talents to the work of the committee

COMMITTEE DESCRIPTIONS

- **Membership:** Purpose shall be to recruit, retain, and support the membership of SAVMA.
- **Program and Events:** Purpose shall be to coordinate monthly professional development and networking meetings for the general membership including arranging for presenters and securing facilities.
- **Communications:** Purpose shall be to communicate with SAVMA's membership and local media through the integration of the organization's fundraising, marketing, and service delivery activities.
- **Governance and Administration:** To ensure that the board meets its legal, ethical, and functional duties related to corporate filings, financial management, policy development, review, implementation and oversight. Supports activities related to financial management and reporting and board education, monitoring of board activities, and evaluation of board members' performance.