

NATIONAL PRESIDENT

Basic Functions

The National President serves as the chief elected officer and represents the best interests of the AGA membership, and the profession. The National President serves in a capacity of personal leadership in the motivation of other officers, including board, committee and task force members and National Office staff. During his/her term of office, the National President directs the affairs of the Association in keeping with the goals and objectives established in the Long Range Strategic Plan, implemented by the Executive Director, and at the directive and oversight of the National Executive Committee (NEC). The National President is the spokesman for the Association and its motivational leader.

Major Duties and Responsibilities

The National President is a member and chair of the National Board of Directors (NBD) and the NEC. Within the limits of the Association's Bylaws and Policies and Procedures, the National President is responsible for and has commensurate authority to:

- Preside at all meetings of the membership, NBD and NEC.
- Work with the Executive Director to ensure that the NBD and NEC are kept fully informed on the conditions and operations of the Association.
- Ensure that policies and programs that will further the goals and objectives of AGA's Long Range Strategic Plan are planned, formulated and presented to the NEC and NBD.
- Provides continuity and support for all on-going programs.
- Appoints senior advisory councils to address emerging Association issues.
- Appoints and or replaces all chairs of AGA boards, committees, task forces, and senior advisory councils.
- Delegate duties at his/her discretion to other officers, members of the NBD and NEC, and board and committee chairs in keeping with approved programs and AGA policies.
- Monitor and evaluate the progress, performance and effectiveness of all programs.
- Support and defend the Association's mission and bylaws.
- Actively encourage members' interest and active participation in AGA by promoting the Association's activities through letters, publications and reports at local, regional and national meetings.
- At the discretion of the National President, act as a spokesman for the Association to the press, legislative bodies and related organizations.
- Chair the NEC and direct its efforts in identifying and addressing emerging issues and overseeing the Executive Director's implementation of NBD directives and implementing Association policy.
- Consult with the Executive Director as necessary or appropriate in formulating meeting agendas, making committee and task force appointments, appointing senior advisory councils, formulating programs, monitoring AGA's objectives and goals, communicating with the membership, developing public statements, communicating with allied groups and any other activities related to the execution of the duties and responsibilities commensurate with the position of the National President.
- Provide overall direction and supervision to the Executive Director.

Approved by NEC March 2001

Operational Procedures and Activities

The National President provides overall direction and supervision to the Executive Director; formulates annual performance plans that prescribe standards of performance for the Executive Director; prepares an annual performance appraisal based on these standards; and recommends to the NEC the extent to which the Executive Director receives salary adjustments, cash bonuses, or other compensation package changes for meeting or exceeding performance standards.

Meetings and Boards, Committees, Task Forces, and Senior Advisory Councils

The National President chairs the NEC and the NBD and is an ex-officio member of all other AGA boards, committees, task forces, and senior advisory councils. Attendance at the quarterly NEC and annual NBD meetings is expected and attendance at other meetings is at the National President's judgment and discretion. The National President's attendance and participation in meetings with allied organizations depends on the nature of the organization, invitations and scheduling, and must be viewed in light of each invitation and the goals and objectives of the Association.

NATIONAL PRESIDENT-ELECT

Basic Functions

The National President-Elect serves as the second highest elected officer and assumes the presidency at the conclusion of his/her term. All efforts are directed to assuming the presidency and assignments are designed to prepare him/her for that moment. While serving in this capacity, the National President-Elect should review the Long Range Strategic Plan and begin to formulate programs for future implementation. The National President-Elect serves to provide continuity of programs and goals and objectives established by the National Board of Directors (NBD) and implemented by the Executive Director.

Major Duties and Responsibilities

The National President-Elect is a member and Vice Chair of the NBD and the National Executive Committee (NEC). Within the limits of the Association's Bylaws and Policies and Procedures, the National President-Elect is responsible for and has commensurate authority to:

- Assume and discharge all duties of the National President in the event the National President is unable to perform those duties.
- Perform all responsibilities and duties in preparation for the presidency.
- Assist and make recommendations to the National President in appointing committees, etc.
- Review the Long Range Strategic Plan and formulate and prepare for implementation of future programs on assuming the presidency.
- Provide continuity of programs already implemented.
- Maintain a close working relationship with the National Treasurer.
- Preside as vice chair of all meetings of the membership, NBD and NEC.
- Accept responsibilities and assignments delegated by the National President, such as representing the National President with allied organizations, chapter visits and any other duties appropriate to the presidency.
- Develop and conduct an annual program to train Regional Vice Presidents-Elect.
- Maintain liaison with Regional Vice Presidents and report on their activities at meetings of the NBD and NEC.
- Consult with the National President on matters related to the effective implementation of the duties and responsibilities related to the position of National President-Elect.
- Recognize his/her responsibility to the National President for all activities as National President-Elect.

Operational Procedures and Activities

The President-Elect is a position with many duties and responsibilities. AGA's National President-Elect serves as the designated individual to assume the presidency. He/she also serves in support of the National President and will alert the National President to needs of the profession and programs designed to help the National President maintain responsiveness to members

Approved by NEC March 2001

Meetings

Meetings and Boards, Committees, Task Forces, and Senior Advisory Councils

The National President-Elect is the Vice Chair of the NEC and NBD and is an ex-officio member of all other AGA boards committees, task forces, and senior advisory councils. Attendance at the quarterly NEC and annual NBD meetings is expected and attendance at other meetings is at the National President-Elect's judgment and discretion. The National President-Elect's attendance and participation in meetings with allied organizations depends on the nature of the organization, invitations and scheduling, and must be viewed in light of each invitation and the goals and objectives of the Association.

Approved by NEC March 2001

IMMEDIATE PAST NATIONAL PRESIDENT

Basic Function

The Immediate Past National President serves to assist the National President with his/her duties and responsibilities. The Immediate Past National President is available to the National President as a counselor to provide continuity and give advice pertaining to matters of Association business and/or matters pertaining to the office of National President.

Major Duties and Responsibilities

The Immediate Past National President is a member of the National Board of Directors (NBD) and the National Executive Committee (NEC). Within the limits of the Association's Bylaws, and Policies and Procedures, the Immediate Past National President has commensurate authority to:

- Accept responsibilities and assignments delegated to him/her by the President.
- Assist and counsel the President.
- Consult with the Executive Director as necessary or appropriate.
- Presides over meetings of the PNP Council.
- Chairs the National Nominating Committee.
- Recognize his/her responsibility to the President for all his/her activities as Association Immediate Past National President.

Operational Procedures and Activities

The Immediate Past National President serves in a position of senior counselor and advisor to the President and Executive Director. When the Immediate Past National President discusses and/or participates in Association activities it is with a background of experience, familiarity and understanding. He/she provides continuity to existing programs and support for the programs receiving emphasis by his/her successor.

Boards, Committees, Task Forces, and Senior Advisory Councils

The Immediate Past National President chairs the Past Presidents Council and the National Nominating Committee. (Each year, two Past National Presidents other than the Immediate Past National President are asked to serve on the National Nominating Committee.) He/she is expected to attend all meetings of those bodies in addition to the quarterly NEC and annual NBD meetings.

NATIONAL TREASURER

Basic Functions

The National Treasurer serves as the chief financial officer of the Association and is responsible for overseeing all of the Association's financial affairs. The National Treasurer represents the best interests of the membership regarding fiscal responsibility, the Association's financial soundness and the prudent application of funds in keeping with the goals and objectives established by the National Board of Directors (NBD) and implemented by the National Executive Committee (NEC). The National Treasurer monitors and guides appropriate staff assigned to implement the financial management of AGA, and is the Association's spokesperson on financial matters.

Major Duties and Responsibilities

The National Treasurer is a member of the NBD and NEC. Within the limits of the Association's Bylaws and policies and procedures, the National Treasurer is responsible for and has commensurate authority to:

- Preside as chair at all meetings of the Finance and Budget Committee.
- Oversee the financial matters of the Association.
- Keep the NBD, NEC and membership at large fully informed on the Association's financial condition.
- Ensure the Association's basic policies and programs are adequately financed to achieve their objectives.
- Review the financial status of the Association quarterly and report on it to the NEC.
- Ensure the annual budget is prepared in accordance with Association policy and assist the National Treasurer-Elect in presenting the budget to the NEC for its approval.
- Prepare a report on the Association's financial condition for publication in Topics immediately following completion of the annual audit by the independent auditors.
- Supervise the Finance and Budget Committee in the conduct of an annual compliance review of the Association's policies and procedures.
- Maintain an up-to-date Finance Policies and Procedures Manual for the Association.
- Consult with the Executive Director or his/her designate in: monitoring the execution of the annual budget; preparing financial reports; developing meeting agendas; and any other activities related to the execution of the duties and responsibilities commensurate with the position of treasurer.
- Ensure the National President's initiatives are supported by the annual budget.

Operational Procedures and Activities

The National Treasurer is directly charged with the responsibility of general oversight over all the Association's financial affairs. This position requires familiarity with the Association's financial accounts, sources of income, obligations and any matters financial in nature. Although the financial records are kept at the National Office, the Executive Director or his/her designate will keep the National Treasurer fully informed of the Association's financial status. The National Treasurer is expected to provide full disclosure of AGA's finances except on confidential matters pertaining to individual staff salaries and benefits. Questionable matters are to be brought to the attention of the president who, in turn, has the responsibility of making a decision, presenting these matters to the NEC, or otherwise determining appropriate action.

Approved by NEC March 2001

Meetings and Boards, Committees, Task Forces and Senior Advisory Councils

The National Treasurer chairs the Finance and Budget Committee and presides at its meetings and is responsible for providing the committee with the information necessary for it to perform its assignments. He/she is expected to attend all meetings of those bodies in addition to the quarterly NEC and annual NBD meetings. . From time to time, meetings will be called which require representation from an elected officer familiar with the Association's finances. In such cases, the National President, may request that the Executive Director prepare a special report.

Approved by NEC March 2001

NATIONAL TREASURER-ELECT

Basic Functions

The National Treasurer-Elect assists the National Treasurer in overseeing all financial affairs of the Association. The National Treasurer-Elect represents the best interest of the membership regarding fiscal responsibility, the financial soundness of the Association, and the prudent application of funds in keeping with the goals and objectives established by the National Board of Directors (NBD) and implemented by the National Executive Committee (NEC).

Major Duties and Responsibilities

The National Treasurer-Elect is an ex officio member of the NBD and NEC. Within the limits of the Association's Bylaws and Policies and Procedures, the National Treasurer-Elect is responsible and has commensurate authority to:

- Assume and discharge all duties of the National Treasurer in the event of inability of the Treasurer to perform his/her duties.
- Assist the National Treasurer in performing all of his/her assigned duties and responsibilities.
- Work with the National Treasurer to ensure the annual budget is prepared in accordance with Association policy and presented to the NEC for approval.
- Become familiar with all aspects of the financial management of the Association in preparation for his/her term as National Treasurer.

Operational Procedures and Activities

The National Treasurer-Elect is responsible for assisting the National Treasurer in overseeing all the financial affairs of the Association. This responsibility requires familiarity with the Association's financial accounts, sources of income, obligations and any matters financial in nature.

Meetings and Boards, Committees, Task Forces and Senior Advisory Councils

The National Treasurer-Elect is the Vice Chair of the Finance and Budget Committee and is expected to attend all meetings of that body in addition to the quarterly NEC and annual NBD meetings.

Approved by NEC March 2001

IMMEDIATE PAST NATIONAL TREASURER

Basic Functions

The Immediate Past National Treasurer serves as member of the Finance and Budget Committee and is responsible for providing advice and assistance to the committee and the National Treasurer.

Major Duties and Responsibilities

The Immediate Past National Treasurer is a member of the National Board of Directors (NBD). Within the limits of the Association's Bylaws and Policies and Procedures, the Immediate Past National Treasurer is responsible and has commensurate authority to:

- Chair the Past National Treasurer's council, seek the Council's views on the state of the Association's financial management, and annually present those views to the National Board of Directors.

Operational Procedures and Activities

As a member of the Finance and Budget Committee, the Immediate Past National Treasurer assists the Treasurer and Treasurer-elect in evaluating changes to AGA's policies and procedures and making decisions requiring a review of past practices.

Meetings and Boards, Committees, Task Forces and Senior Advisory Councils

The Immediate Past National Treasurer serves on the Finance and Budget Committee and the National Nominating Committee and is expected to attend all meetings of those committees. From time to time, meetings will be called which require representation from an elected officer familiar with the Association's finances.

Approved by NEC March 2001

SENIOR VICE PRESIDENTS (PRESIDENTIAL APPOINTED AND NON-PRESIDENTIAL APPOINTED)

Basic Functions

The Senior Vice Presidents, Presidential Appointed and Non-Presidential Appointed represent the Association's membership without regard to the SVPs geographic and demographic profile

Major Duties and Responsibilities

The Senior Vice Presidents, Presidential Appointed and Non-Presidential Appointed, are members of the National Board of Directors (NBD) and National Executive Committee (NEC). Within the limits of the Association's Bylaws and Policies and Procedures the Senior Vice Presidents, Presidential Appointed and Non-Presidential Appointed are responsible for and have commensurate authority to:

- Attend all meetings of the NEC and NBD and participate in the affairs of these bodies.
- Communicate to the membership relevant and appropriate national issues as deemed necessary and as requested by the National President.
- Solicit input on current issues from the membership.
- Support, promote and encourage the interests of the Association.
- Represent the NEC on various committees
- Assist the National President as requested
- Make themselves available as speakers at chapter events when possible.
- Vote on various issues brought before the NBD and NEC.
- Present and discuss recommendations, suggestions, and concerns brought to their attention.

Operational Procedures and Activities

Each National President-Elect Designate selects an individual to the position of Senior Vice President, Presidential Appointed. The National Nominating Committee selects the Senior Vice Presidents, Non-Presidential Appointed. Both types of Senior Vice Presidents are responsible for representing the interests of all the membership without regard to the SVPs geographic or demographic profile.

Meetings and Boards, Committees, Task Forces and Senior Advisory Councils

Both types of Senior Vice Presidents are expected to attend the quarterly NEC and annual NBD meetings. They may be called upon by the National President to represent the Association at other meetings where it is deemed appropriate and in the Association's best interest

SENIOR VICE PRESIDENT FOR REGIONAL SERVICES

Basic Functions

The Senior Vice Presidents for Regional Services (SVPRS) represent the geographic and demographic profile of the membership and represent the interest of the membership. Specifically, the SVPRS represent the membership from their respective service areas (Sections) on the National Board of Directors (NBD) and the National Executive Committee (NEC).

Major Duties and Responsibilities

The Senior Vice Presidents for Regional Services are members of the NBD and NEC. Within the limits of the Association's Bylaws and Policies and Procedures, the SVPRS are responsible and have commensurate authority to:

- Attend all meetings of the NEC and NBD and participate in the affairs of those bodies.
- Vote on the various issues brought before the NEC and the NBD.
- Present and discuss membership suggestions and concerns from their sections.
- Encourage and support the Regional Vice Presidents (RVPs)
- Assist in the coordination of activities of the Regional Vice Presidents and serve as the region and section liaison to the NEC.
- Participate in their respective Sectional Leadership Meeting (SLM) and assist in coordinating the agenda for the meeting.
- Share other region's and section's best practices with RVPs.
- Make themselves available as speakers on AGA National Initiatives at chapter and regional events when possible.
- Represent the NEC on various committees.
- Communicate to the membership relevant and appropriate national issues as deemed necessary and as requested by the National President.
- Routinely contact the RVPs in the geographic area to understand the issues, concerns and progress of the chapters.
- Try to attend chapter and regional meetings and educational events during the year (outside the SVPRS's home chapter).
- Notify and inform RVPs of input deadlines and calendar of events.
- Communicate highlights of the NEC meetings to the RVPs.
- Support, promote and encourage the interests of the Association

Operational Procedures and Activities

The National Nominating Committee nominates the SVPRS from a pool of past RVPs. The Senior Vice Presidents for Regional Services are responsible for representing the interests of the membership from the section from which they were selected to serve.

Meetings and Boards, Committees, Task Forces, and Senior Advisory Councils

The SVPRS are expected to attend the SLM in their section in addition to the quarterly NEC and annual NBD meeting. Each year, one past SVPRS is asked to serve on the National Nominating Committee. They may also be called upon by the National President to represent the Association at meetings where deemed appropriate.

REGIONAL VICE PRESIDENTS

Basic Functions

The Regional Vice Presidents (RVPs) are the Chief Elected Officers for the Association's regional operations. They represent their respective regions as a member of the National Board of Directors (NBD) and serve as a focal point for promoting the interests of regional membership in governing Association activities. They lead their respective regional team (RVP-Elect, Immediate Past RVP and Regional Coordinators) in providing general assistance to chapter officers in conducting chapter operations and resolving chapter problems. In addition, RVPs take an active role in promoting chapter involvement in Association programs and activities.

Major Duties and Responsibilities

RVPs are members of the National Board of Directors (NBD). Within the limits of the Association's Bylaws and Policies and Procedures, the Regional Vice Presidents are responsible for and have the commensurate authority to:

- Serve as the leader and coach of the RVP team.
- Serve as liaison between local Chapters and the national organization in matters concerning their region.
- Assist Chapters in accomplishing the Association's objectives and strategies.
- Visit chapters and communicate successes, accomplishments, problems, issues, concerns, etc. to the SVPRSs and the National Office.
- Support, promote and encourage Chapter growth and retention through involvement in local Chapter meetings and other activities.
- Provide input to the SVPRS in developing the annual Sectional Leadership Meeting.
- Encourage and promote chapter training and educational services.
- Provide for communication and coordination among Chapters in their regions, including periodic regional conference calls with Chapter Presidents and the regional team.

Operational Procedures and Activities

Regional Vice Presidents are responsible for providing general assistance to Chapter officers in conducting Chapter operations and resolving Chapter problems. In addition, RVPs should take an active role in promoting Chapter involvement in Association programs and activities. RVPs should also provide the SVPRS with periodic updates regarding the status of their efforts in assisting chapters and promoting the Association.

Meetings and Boards, Committees, Task Forces, and Senior Advisory Councils

RVPs are expected to attend the annual Sectional Leadership Meeting (usually held in the Spring) and the annual NBD meeting. Additionally, each year, one past RVP from each section is asked to serve on the National Nominating Committee.

REGIONAL VICE PRESIDENTS-ELECT

Basic Functions

The Regional Vice Presidents-Elect (RVPs-Elect) assist the Regional Vice Presidents (RVPs) in accomplishing their assigned duties and responsibilities. In addition, the RVPs-Elect are encouraged to prepare for service as RVPs by familiarizing themselves with the duties and responsibilities of the RVP and identifying areas in their respective regions which will require attention during their tenure.

Major Duties and Responsibilities

RVPs-Elect are ex officio members of the National Board of Directors (NBD) and are members of the Regional Management Team. Within the limits of the Association's Bylaws and Policies and Procedures, RVPs-Elect are responsible for and have commensurate authority to:

- Assume and discharge all duties of the RVPs in the event of the inability of the RVPs to perform their duties.
- Assist RVPs in performing their assigned duties and responsibilities.
- Promoting and encouraging regional support for the programs, goals and objectives of the Association.
- Perform all responsibilities and duties in preparation for assuming the regional vice presidency.

Operational Procedures and Activities

Regional Vice Presidents-Elect are responsible for working with RVPs to assist local chapters in conducting chapter operations and resolve chapter problems. In addition, RVPs-Elect should work on developing ways to coordinate regional resources in accomplishing common goals and resolving common problems.

Meetings

All RVPs-Elect are expected to attend the annual Sectional Leadership Meeting (usually held in the Spring) and are encouraged to attend the annual NBD meeting.

IMMEDIATE PAST REGIONAL VICE PRESIDENT

Basic Functions

The Immediate Past RVP serves to assist the RVP and the RVP-Elect with his/her duties. The Immediate Past RVP is available to the RVP and RVP-Elect as a counselor to provide continuity and give advice pertaining to matters of Association business and/or pertaining to the offices of RVP and RVP-Elect.

Major Duties and Responsibilities

Immediate Past RVPs are ex officio members of the National Board of Directors (NBD). The Immediate Past RVP is a member of the Regional Management Team. Within the limits of the Association's Bylaws and Policies and Procedures, the Immediate Past RVPs are responsible for and have commensurate authority to:

- Accept responsibilities and assignments delegated to him/her by the RVP.
- Assist and counsel the RVP and RVP-Elect.
- Consult with the SVPRSs as necessary and appropriate.
- Preside over regional meetings in the absence of the RVP and RVP-Elect.
- Recognize his/her responsibility to the RVP for all his/her activities as an Immediate Past RVP.

Operational Procedures and Activities

The Immediate Past RVP serves in a position of counselor to the RVP and RVP-Elect. When the Immediate Past RVP discusses and/or participates in regional activities, it is with the background of experience, familiarity and understanding. He/she provides continuity to existing programs and support for the programs receiving emphasis by his/her successor.

Meetings

Immediate Past RVPs are expected to attend meetings at the request of the RVP, RVP-Elect, and/or the SVPRSs. They are also encouraged to attend the annual NBD meeting. Additionally, each year, one Immediate Past RVP from each section is asked to serve on the National Nominating Committee.