

club officers

aaf club officers and job descriptions

Your club officers and their job descriptions can be as simple or in-depth as you desire, suited to the needs and personality of your local club.

Example 1

President

- The president shall be the chief executive officer of AAF _____ and as such provide active leadership for AAF _____.
- The president shall preside over all meetings and represent AAF _____ in all necessary capacities not delegated to the other officers.
- The president shall be an ex-officio member of all committees except the nominating committee (if applicable), and shall assist in appointing all committee chairs. Such appointments will be subject to the approval of the Board of Directors.
- The president will also act as the Federation's primary liaison with the AAF.
- The president and the treasurer shall sign all written contracts and obligations of the club, which must have prior approval of the Board of Directors to be legal and binding.
- He/she shall work with the treasurer to create an annual operating budget.
- The president shall represent AAF _____ at national and district meeting of AAF and AAF District _____. Expenses of registration fee and hotel shall be paid by AAF _____ to the president, or his/her proxy for these events.

Secretary

- Responsible for taking minutes during board meetings and sending minutes for approval.
- Responsible for ensuring all chairs send thank you notes.
- Responsible for tracking RSVPs for events.
- Responsible for check-in table at meetings/events.

Treasurer

- The treasurer shall supervise, under the control of the board of directors, the finances of AAF _____.
- He/she shall work with the president to create an annual operating budget.
- He/she shall assist the American Advertising Awards chair in his/her financial duties pertaining to the American Advertising Awards competition.
- All cash and checks from membership dues, chapter meetings, the American Advertising Awards and the like, must be deposited within one week of receipt of those monies.

Past-President

- Help maintain the well-being of the club.
- Assist president with any questions during this term.
- Assists in proofreading all materials sent out, including Club Achievement books.
- Shall oversee Club Achievement committee if no chair is appointed.

Example 2

President

The President shall serve for a period of one year and until the President-Elect succeeds to the office of President. The following are the duties of the President:

- To communicate regularly with members of the Board and the AAF Club, asking for their cooperation and advice in the furtherance of the work of AAF.
- To encourage and foster the growth of the AAF in accordance with the By-Laws of the American Advertising Federation, AAF District _____, and the By-Laws of this AAF-affiliated club.
- To preside at all meetings of the club and Board of Directors.
- To attend, if at all possible, all meetings of the AAF District _____ and the AAF National Annual Convention. If, for any reason, the President cannot attend any meeting, it is the responsibility of the President to request the President-Elect attend as the club's voting representative.
- To appoint all Committee Chairpersons.
- To notify all Board Members by phone or email prior to each regular and Special Board Meeting.
- To serve as Ex-Officio member of all standing and special committees.
- To perform the duties usual and pertaining to the office of President.
- To serve, upon leaving the office of President, as the Immediate Past President, in the office of Director for one full term.
- To draft a reasonable budget for the year, outlining anticipated income and expenses, and present this budget to the Board of Directors for approval at the first regular board meeting of the year.
- To serve as the club's liaison to AAF District _____ and AAF National, in order to maintain coordination of the Ad Fed's activities with AAF. The President is to provide any verbal/written communication from AAF (National and/or District level) to any Committee Chairperson whose assignments might be affected by AAF policy.

President-Elect

The following are the duties of the President-Elect:

- To assist the President in all Ad Fed activities as the President directs.
- To serve as the Ad Fed's Program Chairperson for regular membership meetings.
- To assume the duties of the President in his/her absence from AAF due to work-related transfer, illness, mental or physical incapacity or other prolonged absence for the club.
- To perform such other duties as may be assigned by the President.

Vice-President

The following are the duties of the Vice-President:

- To assist the President in all AAF activities.
- To serve as the AAF's Membership Chairperson. To lead any activity which the President directs.
- To assume the duties of the President-Elect in his/her absence or disability.
- To work with the Secretary and Treasurer at the registration desk of regular monthly meetings, providing name tags and checking paid status of members and guests.

- To provide the regular monthly meeting facility's sales office with an estimated head-count at least twenty-four (24) hours prior to each regular monthly meeting; and, arranging for any audio-visual equipment and/or decorations for the regular monthly meetings.
- To perform such other duties as may be assigned by the President.

Secretary

The following are the duties of the Secretary:

- To keep a permanent record of the minutes of all meetings of the AAF's Executive Committee, Board of Directors, and Annual Business Meetings, and to distribute copies of all minutes to all Board members and Committee Chairpersons at the following meeting of each entity. A copy should be forwarded to the President prior to each meeting.
- To prepare copies and make available to all AAF members a copy of the club By-Laws as early in the club's fiscal year as possible.
- To assist the Vice President/Membership Chairperson in providing copies of the Ad Fed By-Laws and Annual Membership Directory for new member orientation packets.
- To email the AAF newsletter and/or meeting notice, as well as other correspondence, to the club membership as requested by the President.
- To assist the Vice President/Membership Chairperson in compiling an Annual Membership Directory, made available to all AAF members as early in the club's fiscal year as possible. Throughout the year, the directory will be updated on the club's website.
- To work with the Vice President/Membership Chairperson and the Treasurer at the registration desk of regular monthly meetings, providing name tags and checking paid status of members and guests.
- To perform such other duties as may be assigned by the President.

Treasurer

The following are the duties of the Treasurer:

- To compile, maintain, and distribute to each Board member at the first several Board meetings (and to have a copy available at all future Board meetings throughout the year), a complete roster of the Ad Fed membership. The membership roster should include member's names, company or firms, addresses, phone and email addresses.
- To be responsible for all collections and disbursements of the club, maintain the books and make a full report of all receipts and disbursements to the President, Executive Committee and Board of Directors at each Board meeting. The Treasurer must also show proof that all accounts have been reconciled at each board meeting.
- To instruct the Board to advance the AAF President funds to pay the Convention registration fee for AAF's National Annual Convention held in June; and, funds to pay the convention registration fee for both the AAF President and President-Elect for any AAF District _____ Conventions/Meetings.
- To instruct the Board to reimburse the AAF President, upon submission of an expense report, for travel and room expenses incurred while attending an AAF National or District Conventions/Meetings.

- To prepare, reproduce, and disseminate monthly financial reports to the Board. To provide the Board with an itemized list of unpaid dues each quarter.
- To notify all delinquent members.
- To provide the AAF books prior to the Annual Business Meeting, so that they may be audited by the AAF Audit Committee.
- To work with the Vice President/Membership Chairperson and the Secretary at the registration desk of regular monthly meetings, providing name tags and checking paid status of members and guests.
- To perform such other duties as may be assigned by the President.