

Duties of Officers and Officials

The President

Anyone who is going to serve as president of the South Dakota Association for Lifelong Learning should do certain preparatory work in getting ready to serve as the chief executive officer of the Association. First, the person should analyze his/her role as president, study the objectives of the Association and think about the programs and activities of the recent years. It is recommended that he/she reflect on the following items:

1. Establish some specific goals for the year;
2. Build a support team with the Board of Directors, committee chairmen and other appointments to carry out the goals;
3. Utilize the Board of Directors to the best advantage
4. Establish and work within a proper budget; and
5. Determine those duties that can be delegated.

Duties and responsibilities:

Duties generally attributed to the president of the Association are:

1. Preside at all meetings of the Board of Directors and the Association;
2. Appoint committee chairpersons and members as appropriate;
3. The president shall be an ex officio member of all committees;
4. Coordinate the functions of all the officers and committees and generally direct the overall operation of the Association;
5. Recommend and establish goals and objectives for the Association in the best interest of its members and with approval of the Board of Directors;
6. Recommend and direct the execution of policies and programs in the best interest of the Association and with the approval of the Board;
7. Represent the Association as a member of the national organizations and at other gatherings where the Association is to be represented;
8. Appoint committees:
 - a. awards
 - b. auditing
 - c. membership
 - d. nominating
 - e. publicity
 - f. budget
 - g. professional affiliations
 - h. historian; and
9. Write news items for Everlearning newsletter.

Immediate Past President`

1. Serve as an ex officio member of the Board of Directors and attend all Board Meetings.
2. Serve as chairperson of the nominating and elections committee
3. Monitor constitution election procedures.

President-Elect

The president-elect has two years to plan the goals and objectives for his/her presidency, as well as carry out assignments designated by the President.

Some duties are:

1. Assist the president in coordinating and directing the Association activities;
2. Assist the President in meeting his/her overall objectives and goals;
3. Serve as a member of the Board of Directors;
4. In the absence of the president, serve as the presiding officer at Association and Board meetings;
5. Serve as chairperson of the program planning committee for the annual conference; and
6. In the event of a vacancy in the office of president, the president-elect shall become president and assume the duties and authority of the office.

Secretary

The primary function of the secretary is to provide continuity in the day-to-day operation of the Association, to assist the president of the Association, and to assist other officers and committees with administrative support. The following are duties described in the constitution:

1. Issue notices of all meeting;
2. Maintain and keep official records;
3. Maintain a current mailing list of all member institutions, organizations, and individuals; and
4. Record and report on official Association meetings.

Treasurer

The primary function of the treasurer is to provide the fiscal support for the day-to-day operations of the Association, to assist the president of the Association, and to assist the other officers and committees with regard to fiscal issues. The following are duties identified in the Association Fiscal Policies and Procedures manual.

1. Receive and be responsible for the safekeeping and accounting of the general funds of the Association;
2. Pay all debts of the organization;
3. Make an annual financial report to the Board of Directors and other reports as requested by the Board;
4. Perform the duties listed in the Fiscal Policies and Procedures manual with regards to
 - a. SDALL Checking Account
 - b. SDALL Investment Accounts
 - c. Reconciliations
 - d. Purchases/Reimbursements
 - e. Fiscal Policy Statements
 - f. Computer System Backup Procedures

Board of Directors

The Board is composed of four members elected from the active membership and the four elected officers.

There shall be two representative from each half of the state on the Board at all times. Regions shall be defined by the Missouri River east-west.

The main duties of each Board Member are:

1. Communicate regularly with area communities to be aware of the needs for the next conference, any regional workshop, or special training session;
2. Attend and participate in all Board meetings;
3. Serve on committees as assigned; and
4. Take an active role in the leadership of the Organization