

# South Dakota Society for Respiratory Care

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*The SDSRC Bylaws describe Board Member roles and responsibilities.*

*This document provides job description guidelines to further explain expectations of each position.*

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## Board Member

1. Shall be an active AARC member in good standing
  2. Serves as a volunteer of the SDSRC
  3. Regularly attends board meetings and important related meetings
  4. Makes serious commitment to participate actively in committee work
  5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
  6. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
  7. Gets to know other committee members and builds a collegial working relationship that contributes to consensus
  8. Active participant in assigned committee's annual evaluation and planning efforts
  9. Participates in fund raising for the organization (*nonprofit only*)
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## President

Term of office: This position is a six year term. First serving as President-elect for 2 years and then automatically succeed to the Presidency for two years, followed by holding the Past-President position for 2 years.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Shall be the chief executive officer of the Society
2. Presides at the annual business meeting and all meetings of the Board of Directors
3. Prepares an agenda for the annual business meeting and makes it available to the membership prior to such a meeting in accordance with the Bylaws
4. Prepares an agenda for each meeting of the Board of Directors and submits it to the members of the Board not fewer than fifteen (15) days prior to such meeting
5. Provides leadership to the Board of Directors
6. Partners with the Board in achieving the SDSRC's mission
7. Encourages Board's role in strategic planning
8. Appoints the chairpersons of committees, subject to approval of the Board of Directors.
9. Serves *ex officio* as a member of committees and attends their meetings when invited
10. Discusses/reviews issues confronting the SDSRC with the AARC

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11. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
  12. Monitors financial planning and financial reports provided by the Treasurer.
  13. Performs other responsibilities assigned by the Board.
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## President-elect

Term of office: This position is a six year term. The President-elect is the successor to the President position. An elected President-elect shall serve two years and then automatically succeed to the Presidency for two years, followed by holding the Past-President position for 2 years.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board
  2. Performs President responsibilities when the President cannot be available (see President Job Description)
  3. Participates closely with the President and Board of Directors to develop and implement strategic plans necessary to address long-range goals of the Society
  4. Performs other responsibilities as assigned by the Board
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## Past-President

Term of office: This position predecessor is the to the President position for 2 years.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board
  2. Serves as a volunteer of the SDSRC
  3. Advises and consults with the President
  4. Serves as the Chair of Public Relations Committee
  5. Serves as a member of the Bylaws Committee
  6. Performs other responsibilities as assigned by the Board.
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## Secretary

Term of Office: The term of the Secretary shall be three years.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board
2. Serves as a volunteer of the SDSRC

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3. Shall have charge of keeping the minutes of the Board of Directors regular business meetings and the annual business meeting, submitting a copy of the minutes every meeting of the governing body and other business of the Society to the Executive Office of the AARC upon request following the meeting
  4. Ensures a copy of the minutes shall be available to the Society's Board of Directors within thirty days following the meeting
  5. Executes general correspondence
  6. Performs other responsibilities as assigned by the Board
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## Treasurer

Term of office: The Treasurer serves a three year term.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board
  2. Manages finances of the organization; collects and disburses funds
  3. Uses computer accounting program to manage finances
  4. Monitors investments and communicates with financial adviser
  5. Reports finances to accountant for annual audit and files taxes as necessary
  6. Provides financial reports at Board meetings and as necessary to the AARC
  7. Presents annual financial report and proposed budget to the membership for approval at annual business meeting
  8. Ensures development and Board review of all financial policies and procedures
  9. Performs other responsibilities as assigned by the Board
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## Delegate

Term of Office: Delegates to the AARC House of Delegates shall be elected by the active membership for a four year term of office with a new delegate elected every 2 years. The Delegate nominate must have prior Board of Director position in the Society.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board
2. Shall be empowered to vote on behalf of the membership of the Society
3. Shall solicit input from the Board of Directors in regards to any applicable Resolutions that will come before the House of Delegates prior to each House of Delegates meeting
  - If a Delegate is unable to attend a scheduled House of Delegates Meeting they need to notify the President of the SDSRC as soon as possible so Substitute Delegate may be identified and have adequate time to make arrangements to attend the House of Delegates Meeting.
4. Shall, at the expense of the Society and with the authority of the Board of Directors, attend all House of Delegate Meetings of the AARC.
5. Shall file an expense report with the Secretary of the SDSRC for reimbursement of travel expenses related to each House of Delegates Meeting.
6. Participates in AARC House of Delegate committees.

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7. Files a report to the SDSRC Board of Directors and the SDSRC membership after each House of Delegates Meeting.
8. Prepares and give a report for each SDSRC Annual Business Meeting.
9. Performs other responsibilities as assigned by the Board of the SDSRC / Speaker of the House of Delegates/House of Delegates committee chair.

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## Director-at-large

Term of Office: Director-at-large shall serve two years, with a new Director-at-large elected every year.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board
2. Reports activities in their region regarding memberships to the Board of Directors, including expired memberships and who is near expiration
3. Sends correspondence to recently expired members to promote membership renewal
4. Prepares and reports membership numbers at the SDSRC Annual Business Meeting

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## Committee Chair

1. Is a volunteer of the SDSRC appointed by the Board
2. Sets tone for the committee work
3. Ensures that members have the information needed to do their jobs
4. Oversees the logistics of committee's operations
5. Reports to the Board on committee's decisions/recommendations
6. Works closely with the President and other staff as agreed to by the President
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
8. Initiates and leads the committee's progress