

## **MNSWAP Board Positions Job Summary**

### **President**

#### **Job Summary:**

The President presides over all annual, quarterly and Executive Board meetings and directs the affairs of the association as its chief administrative officer. The President shall be the ex-official member of all committees (with the exception of the nominating committee) and appoints members to fill vacancies of offices between elections. Term: this is a one year term as President and a one additional year term as Past President.

### **Vice President**

#### **Job Summary:**

The Vice President of MN SWAP shall perform the duties of President in his/her absence and complete the term of President should the position be vacated. He/she will solicit nominations for the MN SWAP sponsored awards and assist with the submitting process of nominations to NAAP and/or NCCAP for the recipients of said awards. These awards \*include, but are not limited to, Volunteer of the Year, Excellence in Administration, and Activity Professional of Excellence. Term: the Vice President is a voting member of the MN SWAP board and is elected to a 1 year term followed by a 1 year term serving as President, and a third year term as Past President.

### **Past President**

#### **Job Summary:**

The MN SWAP Past President is an advisor to the in-coming MN SWAP President and Board. He/she is to acquaint new officers, committee chairs and Region Representatives in the function of the Board and their new responsibilities. The Past President is responsible for compiling questionnaire results, reviewing and assisting in updating job descriptions with the Board, finishing uncompleted tasks or projects from the term as President, and other tasks as requested by the Board. Term: the Past President is a voting member of the MN SWAP Board for one year after the election at the Annual Conference.

### **Secretary**

#### **Job Summary:**

The Secretary of MN SWAP will record minutes of all Executive Board Meetings and the Annual Meeting of the MN SWAP membership. He/she maintains a file of all minutes, proposed changes in the bylaws and current listing of board members. Term: this position is an elected two year term. Secretary may run for one additional term as stated in the MN SWAP By-Laws. The Secretary is elected in the odd numbered years

### **Treasurer**

#### **Job Summary:**

The Treasurer of MN SWAP is an appointed position responsible for the accurate management of the financial records for the organization through the recording of all disbursements and accruals of the organizations financial transactions. They will keep detailed financial records; prepare an annual budget, quarterly financial reports, and year-end financial reports as may be required by the Internal Revenue Service, Auditing Firms, and the Board of MN SWAP organization. They will annually renew with the Secretary of the State the organization's non-profit status of the Articles of Incorporation. They will be the primary contact between the MN SWAP organization and the annually contracted auditing firm. Term: the Treasurer of MN

SWAP is a voting member and shall be an appointed position by the Executive MN SWAP Board. Transitioning a new Treasurer will occur as follows: During the time period between the Fall Convention and the first Board Meeting of the new fiscal year, the Incoming Treasurer will learn the bookkeeping techniques of the outgoing Treasurer and will take over as Treasurer at the close of the first Board Meeting after the new fiscal year. The outgoing Treasurer will serve up to and including the second Board Meeting after the new fiscal year along with the Incoming Treasurer. The outgoing Treasurer will complete their responsibilities after the IRS tax and audit filings of the previous year have been completed and accepted by the IRS.

### **Education**

Job Summary:

To provide leadership in the area of educational organization, issues and opportunities for the MN SWAP organization and will work directly with the region sponsoring for the Annual MN SWAP Conference each year. Prepare and implement all facets of the spring seminar, as well as represent MN SWAP at the NAAP annual conference. Term: Is a voting member of the Executive Board appointed by the President and serves an un-designated term

### **Membership**

Job Summary:

The Membership Chairperson shall accept new memberships to MN SWAP, maintain a current listing of members and will promote membership in MN SWAP. Term: Is a voting member of the Executive Board and serves an un-designated term.

### **Promotions**

Job Summary:

The Promotion Chairperson of MN SWAP is responsible for promoting the MN SWAP association throughout the year by; exploring possible promotional items, ordering, advertising, and selling such items, further the objectives of MN SWAP by creating a positive and professional image to help identify MN SWAP as a credible professional organization. Term: Is a voting member of the Executive Board and serves an un-designated term.

### **Region Representative**

Job Summary:

Each Region Representative will be available to all Activity Professionals within their region. The Region Representative will promote MN SWAP at all region meetings and will represent the region at all Board Meetings. Term: each Region Representative is a voting member of the Executive Board and term length is determined by each individual region.

### **Conference Chair(s)**

Job Summary:

The Conference Chairperson shall be responsible for the planning and implementation of activities to be conducted at the Annual MN SWAP Conference to be held in St. Cloud. Conference Chairs work closely with the Education Chairperson to assist with securing speakers and entertainment for the annual fall conference and work with others from within their region to organize the Conference. Term: the Conference Chairperson serves for a term starting at the August board meeting one year before their conference year and ending with the winter board meeting immediately following the conference.

**Editor/Newsletter**

Job Summary:

The Editor / Newsletter Chairperson is responsible for collecting news articles, editing, organizing and publishing of the MN SWAP Newsletter at least three (3) times or year. Term: Is a voting member of the Executive Board and serves an un-designated term

**Vendor Chair**

Job Summary: To obtain vendors for the Annual Conference that may be beneficial to people in the field of providing services to the elderly. Term: Is a voting member of the Executive Board and serves an un-designated term.

For a complete description of all board positions, please contact the President.