

## Board Member Duty Overview

- **All Members**
  - Attend all regularly scheduled meetings
  - Contribute to the quarterly newsletter
  - Co-host the annual summer convention and other TODA events as assigned
  - Establish and maintain relationships with vendors that support our organization
- **MAL**
  - Capture the “history” of the organization during that term year via pictures and videos at all TODA events
  - Consistently update social media platforms with regular posts, news & events, etc.
  - Coordinate non-convention social gatherings for membership (meet & greets, happy hours, etc.)
  - Store and maintain TODA’s physical materials not housed in TODA storage
  - Serve as chairperson for the hospitality committee
  - Other duties as assigned and necessary
- **Secretary**
  - Capture minutes in official TODA board meetings.
  - Send out action steps following board meetings for each board member
  - Inventory convention ribbons and supplies
  - Inventory presider and clinician certificates and certificate folders
  - Other duties as assigned and necessary
- **VP/Treasurer**
  - Serve as lead organizer for winter convention
  - Serve as chairperson for scholarship fund, including the silent auction
  - Chair the scholarship committee and promote the scholarship program
  - Monitor TODA books and financial reports
  - Other duties as assigned and necessary
- **President**
  - Lead organization of summer convention
  - Serve as liaison between board and TODA region representatives
  - Promote membership and participation in the TODA organization
  - Other duties as assigned and necessary
- **Past President**
  - Lead organization of reading sessions for summer convention
  - Other duties as assigned and necessary