

COMMUNICATIONS ASSOCIATION OF THE SOUTHERN TIER (CAST)
GOVERNMENT DUTY ROSTER
(Supplement to the CAST Constitution)

The duties of the governing body of CAST will be dispensed as follows:

- a. President.
 - (1) Shall be the chief executive officer of the Association and act as the official representative of the Association.
 - (2) Presides over all meetings of the Association and the Board.
 - (3) Chairs the Association's Nominating Committee.
 - (4) In the absence of the Treasurer, holds all Treasury responsibilities, with the approval of the Treasurer and/or Board.

- b. Vice President.
 - (1) Assists the President and performs the duties of the President in the President's absence.
 - (2) Acts as assisting coordinator for the Association's annual Genesis Awards Competition and organizes a Genesis Committee.
 - (3) Aids in the implementation of any special programs or gifts of the Association; i.e., development of a scholarship fund.

- c. Secretary.
 - (1) Keeps a roll of membership and generates mailing labels for print promotions and member requests.
 - (2) Takes minutes at Board meetings for distribution to directors.
 - (3) Takes reservations for meetings, note attendees for programs and assist the Treasurer in the collection of monies.
 - (4) Takes responsibility for publishing the Association's Annual Report.
 - (5) Sets up Board meetings making necessary room arrangements.
 - (6) Sends yearly Board nomination notices to all Association members and collects proxy ballots.
 - (7) Responsible for the official correspondence of the Association.

- d. Treasurer.
 - (1) Responsible for the management of the Association's financial operations.
 - (2) Collects all monies and deposits them in an approved bank.
 - (3) Keeps a record of all receipts and disbursements.
 - (4) No bills shall be paid by the Treasurer until they have been audited and approved by the President, or in case the President is not able to act, the Vice President.
 - (5) Collects monies at meetings and issues receipts.
 - (6) The Treasurer's report shall be read at all meetings of the Board.
 - (7) Renders an annual financial statement to the Association membership.

- e. Program Chairperson.
 - (1) Responsible for arranging and coordinating all programs for monthly Association meetings and special meetings/seminars.

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- (2) Handles procurement of speakers and follow-up correspondence for said meetings.
 - (3) Shall establish a Program Committee for the purpose of scheduling events for the Association.
 - (4) Produces and distributes promotions notifying members of upcoming events at least two weeks in advance.
 - (5) Introduces and entertains the guest speaker(s) at meetings.
 - (6) Responsible for corresponding program information to the Publicity Chairperson in advance of meetings for possible media coverage and inclusion on the Web site.
- f. Membership Chairperson.
- (1) Coordinates the Association's efforts to obtain new members by distributing Association information and recruiting prospective members.
 - (2) Shall appoint a Membership Committee for the Association for the purpose of enhancing Association membership and benefits.
 - (3) Issues all correspondence regarding Association membership including:
 - 1) Annual Membership Renewal and New Membership Mailing in November and
 - 2) Membership Letter and Certificate.
 - (4) Distributes Membership Pins to members.
 - (5) Introduces new members at their first attended meeting.
- g. Publicity Chairperson.
- (1) Responsible for timely publicity of the Association including programs, speakers, conferences, seminars, elections, media interviews, etc.
 - (2) Shall establish a Committee for assistance if necessary.
 - (3) Responsible for the upkeep and development of the Association Web site.
 - (4) Develops Association promotional materials.
- h. Education Chairperson.
- (1) Acts as a liaison for the Broome Community College Scholarship program by corresponding with the BCC Foundation.
 - (2) Coordinates and distributes the High School Scholarship mailing on an annual basis, in January. Establishes a Scholarship Selection Committee for the purpose of determining the award recipient.
 - (3) Presents awards at the appropriate ceremonies.
 - (4) Serves as the Association's spokesperson/information resource at local schools' "career" activities.
 - (5) Informs membership of local and national professional development opportunities.
 - (6) Responsible for the sale of raffle tickets and the development of other money raising opportunities to benefit the CAST Scholarship funds.
- i. Director-at-Large.
- (1) Acts as a membership representative by corresponding with the membership and airing their ideas and concerns to the Board at Board meetings.
 - (2) Serves on special committees appointed by the Board.
 - (3) Serves on the Nominating Committee.

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