

DUTIES OF THE PRESIDENT

1. Preside over all board meetings.
2. Maintain files that include correspondence and information on suggested speakers.
3. Attend the NASC conference.
4. Send congratulatory letters to all district presidents.
5. Prepare a calendar of IASC events by the first board meeting.
6. Write the "President's Column" for the on-line issue of *The Reporter*.
7. Prepare the President's letter to be mailed with the membership mailings.
8. Secure speakers for convention.
9. Preside at the convention general sessions and prepare a district officer directory to be given to all district officers at convention.



DUTIES OF THE FIRST VICE PRESIDENT

1. Preside over meetings in absence of the president and assist president in any way possible.
2. Prepare a letter for Honor Delegate applicants to be approved at the second board meeting.
3. Present a report on the applications received at the third board meeting.
4. Send acceptance and denial letters to all applicants appropriately.
5. Host the Credentials Committee workshop.
6. Chair the candidates' seminar.

DUTIES OF THE RECORDING SECRETARY

1. Take minutes at all meetings.
2. Receive and send all IASC correspondence.
3. Present awards of appreciation at the banquet.
4. Chair Honor Council committee at convention.

DUTIES OF THE SECOND VICE PRESIDENT

1. Prepare a letter for Honor Delegate applicants to be mailed after the second board meeting.
2. Prepare a report of the applications received and mail acceptance and denial letters appropriately.
3. Secure certificates for honor delegates.

DUTIES OF THE TREASURER

1. Prepare an annual budget.
2. Prepare financial statements for each board meeting.
3. Be responsible for IASC membership.



DUTIES OF THE CONVENTION SECRETARY

1. Make all necessary arrangements for convention.
2. Secure the official sanction of the IHSA for the convention.
3. Arrange for all entertainment at the convention, except speakers.
4. Serve as Master/Mistress of Ceremonies at the banquet.
5. Prepare a convention budget to be approved at the first board meeting.



DUTIES OF THE ASSISTANT COMMUNICATIONS DIRECTOR

1. Work with the Communications Director.
2. Maintain contact with board members to secure information for the website.
3. Complete duties instructed by the Communications Director.

GENERAL DUTIES OF ALL IASC EXECUTIVE BOARD MEMBERS

1. Attend every function of the association.
2. Prepare a written report for all board meetings.
3. Be prompt and rested for all meetings.
4. Maintain a file of all your activities during the term of your office.
5. Be prepared to assist wherever needed.
6. Write articles for the on-line issue of *The Reporter* as requested.



Duties of an IASC Officer

EXPECTATIONS OF AN IASC EXECUTIVE BOARD MEMBER

1. Members must demonstrate exceptional leadership skills and have shown interest in district, state, and national programs.
2. Members must be willing to make sacrifices and commit most of his/her time to his/her position.
3. Must have complete support of school and family.

Direct questions to:

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