

## **Duties and Responsibilities of the IACTP Board Members**

*Board members are elected for a two -year term with half of the positions open each year. The term begins at the annual fall conference. If you are interested in a position, please contact the IACTP office at [IACTPC@gmail.com](mailto:IACTPC@gmail.com).*

*Elections take place in the summer.*

### **Executive Committee Officers**

#### **President**

1. Responsible to the members of the Association.
2. Serve as the official spokesperson for the Association.
3. Presiding officer at all meetings that conduct official business for the Association.
4. Enforce the Administrative Rules and Regulations.
5. Write a President's Message for each Journal publication.
6. Write an Annual State of the Association address to be published in the Journal.
7. Deliver an Annual State of the Association address at the annual conference.
8. Nominate Board members within 30 days of a vacancy on the Board of Directors.
9. Appoint the chairperson of all committees.
10. Approve the members of all committees.
11. Must be notified of all committee meetings and as a member of all committees has the right to attend all meetings.
12. Appoint an Elections Committee each year. Chairperson to prepare a slate of officers for the subsequent term of office.
13. May award two Honorary Association Memberships per year.
14. Work with other Correctional and Criminal Justice agencies and associations to foster the professional development of correctional staff.
15. Approve all expenditures over the amount of \$500.00.
16. Attend the Annual Board Meeting and Conference.
17. Oversee the activities of the Conference Coordinator.

#### **President-Elect**

1. In the absence or disability of the President, the President-Elect has the powers and duties of the President.
2. Responsibilities for coordinating the activities of the Board of Directors.
3. Perform other administrative duties as assigned by the President.
4. Is the conference program chair for the annual trainer's conference.
5. Attend the Annual Board Meeting and Conference.

#### **Secretary**

1. Keep an accurate record of all official meetings of the Association, any called or special meetings, and all meetings of the Executive Committee.
2. Coordinate board elections annually.
3. Maintains the official Board of Directors terms and contact information and provide this information to the Board members and Secretariat as needed.
4. Attend the Annual Board Meeting and Conference.

#### **Treasurer – Chief Financial Officer**

1. Responsible for the funds of the Association.
2. Ensure that a positive balance of funds is maintained.

3. Prepare quarterly financial reports for the President by the end of March, June, and September.
4. Prepare an annual financial report for the President by December 1.
5. Authorized to make expenditures for products and services necessary to conduct Association business, up to a maximum of \$500.00 for any individual purchase.
6. Obtain approval from the President for any expenditure in excess of \$500.00.
7. Oversee the financial matters pertaining to the annual conference.
8. Ensure the completion of an annual audit.
9. Ensure that all legal requirements for the Incorporation and non-profit IRS status are met and such status is maintained.
10. Attend the Annual Board Meeting and Conference.

## **IACTP At-Large Board Members Duties and Responsibilities**

**Membership:** Recruitment of new members. The membership positions are also responsible for working with the membership office to renew memberships of expired members. The membership positions are also responsible for the orientation of new board members. The membership duties also include work with the Awards chair for the upcoming conference and to work with the Communications Committee to focus in on membership recruitment and retention. Additionally, they work closely with the Discipline Representatives to identify specific areas for recruitment efforts. They attend the conferences and board meetings.

**Exhibitor:** Coordinates with the host exhibitor chair to gain local (conference site) vendors. Provides guidance to the host exhibitor's chair. Solicits vendors both nationally and internationally to gain either exhibitors or sponsoring for the conference. Provides information regarding funds and other pertinent information to the Treasurer and membership office as needed. Develops a master list in conjunction with the host exhibitor committee to provide a final count of conference vendors to the Conference Coordinator in a timely fashion as required by host site. The position is responsible for the coordination of the host committees duties regarding contacting the vendors for set, selection of exhibitor booth site and exhibitor name tags. The position is also responsible for ensuring that host committee provides all vendor/exhibitor information to membership office for verification of payment, issuing of certificates and recognition in Conference Program. This position is also responsible to ensure the editor is provided ads and information regarding exhibitor's information needed to be placed in *The Correctional Trainer*. They also attend the conferences and board meetings.

**Program (Lead by President-Elect):** Responsible for designing conference format. Works closely with all other board members to garner potential conference speakers. Prepares, disseminates and collects conference "Calls for Presentations". Confirms presentations and audiovisual needs, and develops final conference program. Works closely with conference coordinator and local host agency to ensure all special events and keynote speakers, space and audiovisual needs are taken care of prior to conference. Provides all program information in a timely manner to the conference coordinator to ensure the registration booklet and final conference program are developed and distribute on schedule. Attends conference and board meetings.

**Communications:** Work in conjunction with the Correctional Trainer editor to solicit articles, generate support, contributions and interest level as well as advertisements for the publication. Support and generate ideas for the Association's website and relevant links. Work with the membership committee to coordinate membership activities. Ensure our Association and conference information is included in other professional publications. Attends the conference and board meetings.

**Certification:** Responsible for administering and validating the Trainer Certification process. Duties include: review and update of test articles etc., conduct test, score and communicate results to candidates; evaluate candidate's impromptu and formal lesson deliveries; scoring three components of the process to determine whether criteria for certification have been met; develop proposal for re-certification process after three years; market certification process to general membership; develop test proctors and evaluators and ensure certificates are provided and presented at Awards Ceremony at the conference. They also attend the conference and board meetings.

**Correctional Discipline Representatives:** Disciplines represented include Higher Education; Federal Corrections; Local Adult Corrections; State Correctional Agencies; Training Academies and Commissions; Health Care Delivery Trainers; Juvenile Correctional Services; Community Based Programs; International; and Private Corrections.

- These board members work with the Conference Program chair in securing workshops in related disciplines under the assigned program track for the annual conference.
- Work with At-Large Board members to assist in integration of these disciplines into the associations related tasks (Membership/Program/Exhibitors/Communication/ Certification and Future Trends).
- Write or locate at least one article a year for the Correctional Trainer relevant to your discipline. Work with the Membership Office to contact each individual member of your discipline at least once annually.
- Communicate with At-Large Board to assist in conference planning activities quarterly.
- Encourage others in your discipline to write articles or present workshops at the annual conference.
- Attend annual conference and board meetings.