

ACLCP Tip Sheet Chair

Duties:

- Act as the chief executive officer of the ACLCP Association on behalf of the Board of Directors and Executive Committee.
 - Oversees the Annual Action Plan ensuring that progress is made toward the goals of the Association.
 - Call, prepare agendas for, and chair the meetings of the Board of Directors.
 - Call, prepare agendas for, and chair meetings of the Executive Committee.
 - Appoints co-chair of Programs Committee if needed.
 - Determines the need for ad hoc committees.
 - Manage projects and contract for Administrative Assistant.
 - Send welcome letters to new ACLCP directors.
 - Represent ACLCP at meetings of other groups when necessary.
 - Submits an Annual Report to the Board of Directors.
- Budget
 - With Executive Committee develop budget for FY. Send out to Board of Directors before July 1.
 - Receive and review funding requests from SIGs

Meetings

- Establish meeting dates/times at the beginning of the term (may do some as Vice Chair)
 - The Executive Committee meets **at least** four times a year
 - The Board of Directors meets once a year during the Fall Conference.
 - Length of meetings varies from 1 – 3 hours.
- Establish locations for the meetings
 - Try to stay in the Harrisburg area
 - Provide continental breakfast and lunch for Executive Committee F2F meetings
- Set Agendas for Executive Committee and Board of Directors meetings
 - Solicit items for the agenda at least 2 weeks in advance of the meeting
 - Solicit committee reports at least 2 weeks in advance
 - Sends agenda one week prior to a meeting
 - Content of **Executive Committee** agendas may include:
 - Approval of minutes
 - Treasurer's report
 - Committee reports
 - Annual Action Plan assignments and updates

- Old Business
- New Business
- Review of meeting for Action Items/Deadlines
- Announcements
- Adjournment
- Content of **Board of Directors** agenda should include the following:
 - Strategic directions and topical discussions
 - Approval of minutes
 - Executive Committee action items needing Board Approval (typically handled before adjournment)
 - Announcements
 - Adjournment
- Things to remember
 - Review minutes to insure action items are completed by established deadlines
 - Consult the bylaws as you plan the year's work to ensure adherence
 - Spending plans (budgets and membership fees) should be reviewed at the 1st Executive Committee meeting
 - Invite new officer(S) to the June Executive Committee meeting
 - Review assignments for the Administrative Assistant
 - Update this tip sheet!