General Expectations

All Board members are expected to perform as follows:

- Attend Board Meetings
- Attend Membership Events
- Attend Training Events
- Set goals for your position by January Board meeting
- Provide quarterly Progress Reports on goals
- Provide monthly Board reports
- Be familiar with Operations Manual & Bylaws
- Support goals established by the President and Board

NOTE: It may be unlikely that absences from Board meetings will be excused. Excused absences are at the sole discretion of the President.
The President is selected as the Chief Executive Officer of SCAGPO and is charged with the leadership for the proper operation of the Association. Specific duties include (but are not limited to) the following:

- Preside at all Board and business meetings in accordance with Roberts Rules of Order.
- Appoint chairpersons for standing committees and create ad-hoc committees as you determine necessary to accomplish the requirements of SCAGPO during your term of office.
- Serve as primary contact with NIGP.
- Represent SCAGPO at the National NIGP forum and SCAGPO Annual Forum.

The President’s role in SCAGPO is critical to its success. The President must provide strong leadership, continued forward progress and the highest degree of professionalism. A successful term of office will result in a strong SCAGPO and enthusiastic membership.

*The President will work closely with the VP and will be expected to attend all Board meetings, planning meetings, quarterly training events, charitable events, and membership events.*
**Vice President**

The Vice President is elected by the membership to serve as leader and promoter of SCAGPO. This position is first in line to the President.

The VP’s support, dedication and professionalism are needed for the proper operation and continued success of SCAGPO. This period of duty as Vice President should be used as an experience toward developing yourself and preparing to assume the duties and responsibilities of the President, in another term.

The Vice President’s position requires a Board commitment of 3 years. The VP is expected to travel a total of 3 times next year:

- 3 Days to DC for the Leadership Symposium: February
- 5 Days to NIGP Forum: August
- 5 Days to Myrtle Beach for SCAGPO Forum

The VP will work closely with the President and the Forum Chairperson and will be expected to attend all Board meetings, planning meetings, quarterly training events, charitable events, and membership events.
Treasurer

The Treasurer has been elected to serve SCAGPO in the capacity of Chief Financial Officer. This position is second (2nd) in line to the President. The Treasurer’s professionalism, commitment, and dedication are necessary for the successful operation of SCAGPO.

The Treasurer with approval of the Board may have an assistant or pay a bookkeeping firm to assist in the financial responsibilities of this office.

The Treasurer’s specific duties include, but are not limited to the following:

- Receive all monies due SCAGPO and ensure they are all expeditiously deposited,
- Issue payment for all expenses of SCAGPO,
- The Treasurer is also responsible for the coordination/collection of delinquent seminar fees, forum fees and membership dues.
- Keep financial records current and report to President and Board monthly.
- Prepare taxes and ensure all governmental filings are current
- Other duties as specified in the Ops Manual.
Secretary

The Secretary is elected to by the membership to serve the organization. Professional and dedicated service by the secretary is imperative for the successful operation of SCAGPO. The Secretary’s specific duties include, but are not limited to the following:

- Record minutes of all Board and business meetings and distribute draft within two weeks
- Maintain minutes and committee reports.
- Copy the President, Board of Directors and Historian on all official correspondence.
- Compile reports for board meetings and the annual forum

The secretary will be required to work closely with the President and Information & Publicity chairperson collecting and disseminating monthly Board reports and quarterly Progress Reports.

The secretary will be expected to attend and participate in all meetings, quarterly training events, membership events and charitable events.
Regional Directors

Regional Directors shall set goals for their positions and the organization, which will help the Executive Board to determine the direction of the Association for the next few years. The Regional Directors represent the following regions within the State:

Region One (I): Calhoun, Fairfield, Kershaw, Lancaster, Lee, Lexington, Newberry, Richland, and Sumter

Region Two (II): Bamberg, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, J Jasper, and Orangeburg

Region Three (III): Abbeville, Aiken, Allendale, Barnwell, Edgefield, Greenwood, Laurens, McCormick, and Saluda

Region Four (IV): Anderson, Cherokee, Chester, Greenville, Oconee, Pickens, Spartanburg, Union, and York

Region Five (V): Chesterfield, Darlington, Dillon, Florence, Georgetown, Horry, Marion, Marlboro, Williamsburg, and Clarendon
Regional Directors

The Regional Director is the liaison between the membership in the designated region and the Board.

As the official spokesperson for the region, Regional Directors should establish a direct communications link with all the members in the area. This will allow for all direct contact by members ideas, suggestions, concerns, and comments to be brought before the Board for consideration.

This would also ensure that members are kept apprised of the Boards activities.
The Director at Large term in office is significant to the organization. The goals that the Director at Large sets for himself or herself and the organization will determine the direction the Association will take in the coming years. The Directors at Large represent a cross section of the entire membership and thus are their spokesperson. Duties to fulfill these responsibilities are listed below.

- Serve as liaison between the membership and the Board. Attend SCAGPO sponsored programs to have an opportunity to be available to the membership. Use electronic outlets as a medium for communicating with membership.
- Vote on issues that best serve the interest of the Association always keeping in mind the members point of view and any input provided to you as their representative.
- Assist the President, Vice President, Treasurer and the Data Base Administrator in any special projects that may arise. Serve on at least one committee established by the above officers during a two (2) year term.
Directors at Large (continued)

Directors at Large are strongly encouraged to serve either as chairperson or committee member to further the mission of the Association and its members. Serve on at least one Association committee during the two (2) year term.

The role for the Directors at Large were greatly expanded in 2015:

In addition to participating in training events and member events, each Director was assigned a partnership with a Regional Director and assisted in planning a regional event.

Each Director at Large was also assigned their own project to work as lead person and will be expected to plan and execute a Charitable Event, Membership Event, or other project as determined necessary by the President.

**NOTE: It will be up to the President to keep or decline these changes.**
Board Meetings

The schedule for Board meetings have not been completed at this time. The meeting times will be established by the President.

Board members will be expected to be at 75% of the scheduled meetings; and in 75% of each meeting.
Tentative Schedule

Training Events:
- Spring Training, March
- Summer Training, May
- Fall Training, September

Reports Due:
- Monthly Board reports will be due as specified by the President

Reverse Trade Shows:
- Spring

Regional Events:
- As determined by Region Directors
Campaigning

Candidates are encouraged to submit a picture and brief Bio & message to the Nominating Chairperson for advertising.

- This is the only method of campaigning that will be available through the Chapter’s website and management software.
- Candidates may begin campaigning once the ballot is released to the membership by the Board.
Questions