

NATIONAL BOARD DUTIES

PRESIDENT

In 2011 shall be chosen from among the members of the Board

- Chairs the Annual General Meeting
- Prepares Agenda
- Co-ordinates all reporting activities
- Ensures democratic process of nominations and election
- Chairs the National Board Meetings
- Ensures input from all Committees
- Follows up and liaises with Board on portfolios as required
- Steers the organization with policy
- Ad hoc member of all Committees
- Represents the Association at various functions during the year
- Initiates projects
- A Director and Signing Officer of the Organization
- All National and Chapter Board members report to the President
- Attend all National Board Meetings

MEDIA VICE-PRESIDENT

Elected by the Membership, will succeed to the presidency in 2012

- Serves as President-Elect for a year
- Keeps abreast of all ongoing items so that in the absence of the President incumbent can chair the National Board Meeting
- Be available to serve on Committees set up by the TMAC Board, when requested
- Attend all National Board Meetings

INDUSTRY VICE-PRESIDENT

Elected by the Membership:

- Coordinates the National conference and AGM
- Keeps abreast of all ongoing items so that in the absence of the President incumbent can chair the National Board Meeting
- Be available to serve on Committees set up by the TMAC Board, when requested
- Attend all National Board Meetings

SECRETARY

Elected by the Membership and Appointed by the Board:

A Director and Signing Officer of the Organization
Maintains the Minute Book of National Board of Directors' Meetings
Acts as Nominations and Returning Officer for the Annual Elections
Ensures democratic process of National Board Meetings by implementation of Robert's Rules
Notifies all Board Members of meetings, dates, and locations
Attends all National Board Meetings

TREASURER

Elected by the Membership and Appointed by the Board:

A Director and Signing Officer of the Organization
Works with Management Company to oversee all income and expenditure
Produces quarterly reports for the National Board and all members
Chairs the Finance Committee and develops an annual budget to present to the National Board
Presents the Audited Financial statements at the AGM for approval
Attends all National Board Meetings

MEMBERSHIP (Media and Industry)

Elected by the Membership and Appointed by the Board:

Reviews and approves/declines applications for membership
Writes official letters to membership, co-ordinates with Membership Administrator
Liaison with Chapters regarding membership
Attend all National Board Meetings

MEMBERS AT LARGE

Elected by the Membership and Appointed by the Board:

Attend all National Board Meetings
Sit on and/or Chair a National committee