



Roles & Responsibilities Officers, Directors & Committees

President:

1. Preside at all meetings of the association and the Board of Directors.
2. Appoint all standing committee chairmen and other committees as authorized by the association or Board of Directors.
3. Be an ex officio member of all committees except the Nominating Committee.
4. Attend Regional Conference & International Convention, and serve as Delegate at the Regional Conference and International Convention.
5. Chair Annual May Luncheon
6. Works with appropriate local officers in preparing a fiscal year budget.
7. Submits associations candidates for International Awards
8. Perform other duties as pertain to the office of the President.

Vice-President:

1. Be an active aide to the President
2. Perform the duties of the President in the event of their absence or disability.
3. Become acquainted with the affairs of the association and prepare for the coming term as President.
4. Attend monthly meetings, and meetings of the board of directors.
5. Chairs committees as appointed by the President, or as required by local bylaws.
6. Attend Council, Regional Conference & International Convention, and serve as Alternate Delegate as required by local bylaws.
7. Automatically accede to the office of President at the end of the term
8. Perform other duties as pertain to this office.

Secretary:

1. Take minutes of the meetings of the association and Board of Directors.
2. Maintain an accurate list of the membership.
3. Attend monthly meetings, and meetings of the board of directors.
4. Conduct the general correspondence of the association at the direction of the President.

Treasurer:

1. Be Custodian of all association funds.
2. Receive all monies and disburse funds only upon the sanction of the Board of Directors or the Membership.
3. Submit written reports at each regular meeting.
4. Submit books and records for audit when required.
5. File any and all tax forms required.
6. Attend monthly meetings and meetings of the board of directors.
7. Perform other such duties as pertain to this office.

Board of Directors:

1. Supervise the affairs and conduct the business of the association between business meetings.
2. Make recommendations to the membership.
3. Be subject to the orders of the membership.
4. Not act in conflict with actions taken by the association.
5. Meet at a time and place determined by the Board of Directors.
6. Perform the duties prescribed in these bylaws, the standing rules, and the parliamentary authority adopted by the association

Committees:

- **Ways and Means** – Chaired by Vice President - Fundraising
- **Member Services**
 - **Fellowship** – Handles sending cards and otherwise reaching out to members
 - **Concierge** – Manages job postings and job searches
 - **Jewelry** – Orders Plaques and Pins
 - **Legislative** – Keeps membership advised of local, state, & national legislation affecting the insurance industry
- **Awards** – Committee Consists of Education Chair, Vice President and
Manages the solicitation and submission of Regional & International awards
- **Community Action** – Arranges/recommends organizations in the local community that we can support
- **Public Relations**– Chaired by Vice President - Manages the social media and publications
- **Education** – Promotes an educational program through CE/designations through IAIP and other industry education providers
 - **Scholarship** – Manages the scholarship program for members, college students or any other group of potential recipients
- **Programs** – Manages/coordinates general membership meetings, including arranging the meeting venue and speakers.
- **Safety** – Fosters safety programs
- **Steering Committee** – Consists of active past presidents
 - **Budget and Audit (3 members)** – Oversees the association’s budget and conducts financial audits
 - **Bylaws** – Keeps local bylaws and standing rules up to date and consistent with International
- **Young/New Professionals** – Promote membership in IAIP among young professionals (under 40) and/or those new to the industry (fewer than 5 years), and assists in the areas of leadership and career development.