



Association's Committee

Job Responsibilities of Association's Chair

Responsibilities:

- See Regulations 11-B and 14-D of the Governance Manual for general responsibilities of the chair.
- Participate in the General Competition Committee as directed by the USATF President.
- Set yearly goals for the Association Executive Committee and over see their review and completion. Work with the National Office to achieve those goals.
- Provide annual report on the state of the associations as dictated by the committee operating procedures. And provide to USATF Secretary for distribution to the delegates to the annual meeting.
- Set up sub-committees/Task Forces when necessary to complete projects and/or goals.
- Work with VC-Regions and Region Representatives to help them achieve their annual goals and attend quarterly conference calls to discuss open issues.
- Name voting representatives the various national committees for the annual meeting each year, and coordinate with AEC secretary for notification.
- Work with the VC-Workshops to set agenda/presentations and attend the USATF in person and virtual Annual Workshops, in addition to work on selecting two annual workshop sessions at the annual meeting.
- Work with AEC Secretary to prepare report(s) and agenda for AEC meeting.
- Attend the USATF Annual Meeting and prepare agenda and year-end report for the AEC meeting and General Sessions.
- Schedule and take charge of the coordination of the annual AEC Summer workshop
- Chair monthly conference calls, in conjunction with the AEC secretary solicit agenda items and be prepared to discuss any updates.
- Ensure that items from the associations are brought before the AEC and USATF for discussion.
- Coordinate with the Association Accreditation SubCommittee to assure necessary resources are allocated for the Sub Committee to perform its role.



Associations Committee Responsibility of the Vice Chair - Regions

Responsibilities:

1. Elected member of the Association Executive Committee
 2. Attend Annual Meetings
 3. Attend monthly Assoc. Executive Committee conference calls
 4. Attend in-person and virtual association workshops
 5. Attend AEC summer workshop
- Serves as the Chair of the Associations Committee Region Representative Program and is the liaison from the AEC Committee and the National Office to the Region Reps. There are currently (7) Region Reps assigned to the following regions (and the associations they support): Eastern (11); Mid-America (7); Midwest (8); Northwest (8); Southeast (7); Southwest (8); and West (7)
 - The VC-Region's goal is to strengthen the Region Representative Program by developing standards for Region Reps in the areas of communications with their associations, attaining increased visibility, developing relationships within their associations, and offering assistance and support on association matters.
 - In addition, The VC-Regions works with the Region Reps in supporting and growing and their Association and regional championships in various disciplines.
 - The VC-Regions ensures that the region reps are conducting informative meetings at the USATF Annual Meeting.
 - Coordinate the Region Volunteer of the Year Award and assure that a certificate and gift voucher to the USATF merchandise store is presented at each region breakout session.
 - Schedule quarterly conference calls with the region reps as well as meetings at Annual Meeting and to share any issues, ideas, feedback from their associations. Develop and send out agendas for all meetings.
 - Develop the Region Rep Evaluation Criteria to measure interest, commitment and performance. Convey these standards to the region reps to ensure they are tracking to them throughout the two-year period of service.
 - Association visits – review and approve any requests by region reps (in conjunction with the AEC Chair) for travel to their associations. Requests must include reason for visit, and travel must be booked through the USATF National Office liaison. Region reps must file full reports with the VCR and AEC Chair upon return from their trips. Monitor budget and approve expenditures for each Region Rep.



Association Committee

Responsibilities of Vice Chair-Workshops/ Information Technology

Responsibilities:

1. Elected member of the Association Executive Committee
2. Attend in-person and/or virtual Annual Meetings
3. Attend monthly AEC conference calls.
4. Attend in-person and virtual association workshops
5. Attend AEC summer workshop

Annual Meeting

1. Chair standing task force to schedule and organize both in person and virtual workshops
2. Identify topics for the two workshop sessions held during annual meeting
3. Aid in introduction of Guest Speakers
4. Assist the Chairperson as required
5. Collect agenda items at annual meeting and attend annual meeting each year

Annual in-person and virtual Workshops

1. Set up conference calls to discuss agenda
2. Discuss moderators/presenters that would work well with the agenda items
3. Work with National Office Liaison and Association Chair to solidify agenda
4. Once agenda is approved, contact moderators/presenters to ensure they want to work on the topic and will be willing to assist in selection of their panels. Stress the importance of the use of PowerPoint or other visual aids with handouts (printed or electronic) if available.
5. Follow up with moderators/presenters to ensure all panelists have been selected and contacted
6. In-person: Arrive at the workshop day prior to the start and attend AEC Executive Session and ensure all is in order and aid the National Office in any additional issues
Virtual: Work with national office for Zoom set-up and assure adequate notification/links are sent to all participants.
7. Prepare remarks for each session and introduce session and moderators/presenters
8. Be available at all sessions
9. Ensure that the national office sends out post workshop survey and results are downloaded in a timely fashion
10. Once received, review surveys to determine likes and dislikes of the attendees
11. Disseminate information to the National Office and the AEC

Communications

1. Selecting a task force of 2 - 3 additional people using people from various parts of the country for a well-rounded view
2. Develop and track new concepts to aid the Associations in intra and inter Association Communications
3. Monitor communications programs for adequacy and efficacy



Association's Committee Responsibilities of the Secretary

Responsibilities:

1. Elected member of the Association Executive Committee
 2. Attend Annual Meetings
 3. Attend monthly AEC conference calls
 4. Attend in-person and virtual Association Workshops
 5. Attend AEC Summer Workshop
- Attend the USATF Annual Workshops. Record and supply minutes from previous meetings for AEC meeting and prepare minutes during the AEC Meeting and any other session necessary to convey information.
 - Attend the USATF Annual Meeting. Supply minutes from previous meetings for the ACE and General Sessions. Record and supply minutes during the current AEC Meeting and any other session necessary to convey information.
 - Attend monthly conference calls, send out reminders, set-up and initiate the monthly call via accepted electronic method, take minutes and send completed minutes to the AEC and national office for posting.
 - Pickup and handle all paperwork as appropriate, including attendance forms from the national office for annual meeting and return all paperwork prior to leaving the annual meeting.
 - Handle additional paperwork from the national office and keep chair informed of any issues.
 - Ensure all voting procedures are correct with the proper individuals voting at any meeting requiring voting. If questions, work with the national office to review, correct or change any voting delegate's name.
 - Work with Chair to determine Associations Committee representatives to national committees at annual meeting and notify representatives and national committee chairs as needed prior to annual meeting.



Association's Committee Responsibilities of the Treasurer

Responsibilities:

1. Elected member of the Association Executive Committee
 2. Attend Annual Meetings
 3. Attend monthly AEC conference calls
 4. Attend AEC summer workshop
- Attend the USATF Annual Meeting and prepare financial annual report for AEC
 - Attend monthly AEC conference call and be prepared to discuss any updates on our financial reporting.
 - Keep Chair updated on any expenditures and provide bi-annual report to the chair.
 - Accept reimbursement forms for approval from committee members and association officers when necessary and provide feedback on TA requests and approvals to the national office liaison.
 - Ensure that all items charged to the committee are appropriate and necessary.