

It is the first and foremost job of all board members to read and to understand the bylaws of the WIAMA Board of Directors.

The Board of Directors shall have the control and management of the property and finances of The Association.

The Board of Directors shall authorize all contracts and payments and, when authorized, such contracts shall be signed by two officers of The Association, with payment being signed by the Secretary/Treasurer. Such officers shall be authorized by the Board of Directors. One such officer shall be the President, 1st Vice-President or the Secretary/Treasurer.

All members shall be responsible for the set up and take down of the trade show. All members should helping with the publishing of the newsletter.

President: The President shall direct and supervise the affairs of The Association. The President shall cast deciding vote in matters or balloting resulting in tie.

Meetings of the Board of Directors shall be held at the call of the President with the minimum number to be at least one (1) every ninety (90) days.

Special meetings of the Board of Directors may be called by the President or the Secretary/Treasurer at the request of two (2) Board Members.

The President will appoint two members from the Board of Directors to conduct an annual audit of the office of Secretary/Treasurer.

The Secretary/Treasurer shall be appointed for one (1) year term, **by the President** and approved by the Board of Directors.

The President shall run the meeting, set the agenda, be the liaison to the different organizations.

First Vice President: Funds of The Association shall be withdrawn from the bank or banks with which they are deposited, by the Secretary/Treasurer and the 1st Vice-President.

The Board of Directors shall authorize all contracts and payments and, when authorized, such contracts shall be signed by two officers of The Association, with payment being signed by the Secretary/Treasurer. Such officers shall be authorized by the Board of Directors. One such officer shall be the President, **1st Vice-President** or the Secretary/Treasurer.

The 1st Vice-President shall act in the absence of the President and shall be responsible for the Annual Conference and all committees for the Annual Conference.

Second Vice President: The 2nd Vice-President will assist the 1st Vice President in all matters concerning the Annual Conference.

Second V.P. is responsible for the newsletters that go to other organizations ISI, and NEISMA, We should also submit to Rink Magazine they may not use it but it should be submitted anyway. The second V.P. shall be in charge of the Fall Fire UP agenda.

First Year At Large Board Member: First year at large members will be in charge of election at the Annual Meeting and finding candidates (head up the nominating committee). They are also on the committee for the spring conference with the 1st Vice President.

Second Year At Large Board Member: Second year board members are responsible for the trade show at the spring convention and the organization of the Fall Fire Up with the 2nd V.P.

Secretary/Treasurer: The Board of Directors shall authorize all contracts and payments and, when authorized, such contracts shall be signed by two officers of The Association, with payment being signed by the Secretary/Treasurer. Such officers shall be authorized by the Board of Directors. One such officer shall be the President, 1st Vice-President or the Secretary/Treasurer.

The Secretary/Treasurer shall give notice of all meetings, keep the minutes of all meetings and act as custodian of all the official records of the Association. The Secretary/Treasurer shall be responsible for all correspondence deemed necessary by the Board of Directors. The Secretary/Treasurer shall report to the Board of Director sand The Association all sums expended and received and all outstanding obligations. The Secretary/Treasurer will keep all pertinent financial records, be responsible for billings and collections and all other financial matters as the Board of Directors and The Association deem proper.

The Secretary/Treasurer shall record minutes of all WIAMA Board of Directors Meetings. Produce and send out the newsletter for WIAMA, along with sending out of all minutes from the WIAMA Board of Directors Meetings. Handle correspondence and incoming phone calls related to WIAMA. Produce the WIAMA directory every three years. Keeping up to date addresses, phone numbers, e-mail addresses and website addresses for all WIAMA members. Assist the board in the set up of the Spring Conference and the Fall Fire-Up.

Vendor Member: Represents the vendor membership of WIAMA. The vendor representative shall be responsible for securing a vendor article for the newsletter and securing sponsorship for the Spring Conference and Fall Fire Up.

Web Master: The webmaster shall be responsible along with the Secretary/Treasurer of the upkeep of the WIAMA website, making sure at all times that the information of the website is of timely nature and is accurate.