



## ETA<sup>®</sup> INTERNATIONAL Board of Directors Descriptions

### Chairman

- Willing to represent the organization on many and varied occasions.
- Preserve peace and harmony among the membership.
- Preside over all meetings in an orderly and business-like manner.
- Oversee and make sure that your committees are continuously alerted and aware of their responsibilities. You will receive and pass on information concerning Chapter, State, Regional and National programs, projects and objectives to the membership, certified individuals and the Board of Directors.
- You will oversee that all correspondence is handled promptly and correctly.
- Call and hold Executive Council or Board meetings with regularity in order to direct the organization's policies and programs.
- Become familiar with, ETA's operational procedures and bylaws.

### Vice Chairman

- Individual holding this position will automatically be appointed the ETA Chairman in the next election process.
- Preside in the absence of the Chairman and are bound by the same responsibilities.
- Familiarize yourself with the Roberts Rules of Order and the bylaws of ETA.

### Secretary

- Overseer of organizational records and the accomplishments of the organization for posterity.
- Pass on information concerning Chapter, State, Regional and National programs, projects and objectives to the Division Chairs and Directors.

### Treasurer

- Work with the chairman, other elected officers and the membership to advance the association and to faithfully perform the duties of your office as prescribed in the ETA bylaws.
- Work with the ETA staff to keep informed of the financial status of ETA.
- Keep the Executive Council (or membership) informed as to the financial health of ETA.

### Division Chairs and Directors

- Work with the chairman, other elected officers and the membership to advance the association and to faithfully perform the duties of your office as prescribed in the ETA bylaws.
- Pass on information concerning Chapter, State, Regional and National programs, projects and objectives to the Chairman.

### Division Secretary/Treasurers

- Work closely with the Division Chairs and Directors and collaborate on projects aimed at expanding ETA International.
- Pass on information concerning Chapter, State, Regional and National programs, projects and objectives to the Division Chairs and Directors.