

**PRESIDENT:**

- ❖ Preside at all meetings of TASSR and of the Executive Committee. Plan meetings to be held in late January or early February, April, mid-September, and during the conference.
- ❖ Appoint chairpersons for standing committees: membership, nominations, awards, and cultural diversity; the political liaison officer, the archivist, the journal editor, media and marketing, and committee members (as needed).
- ❖ Appoint all chairpersons and committees for which the need arises.
- ❖ Chair the subcommittee responsible for organizing the annual conference, including the preparation of promotional material.
- ❖ Submit the NADE annual report for the conference business meeting by November 1.
- ❖ Plan the agenda for the Executive Board meetings; notify Executive Board members of each scheduled meeting and send the agenda for each meeting.
- ❖ Attend the annual NADE conference. (NADE conference registration, airfare and ½ hotel expenses are paid by TASSR. Chapters may apply for a Type D Chapter Development Grant in the amount of \$500 to help offset the president's expenses to attend the NADE Conference.)
- ❖ Submit the chapter development activity report to NADE by May 1.
- ❖ Submit the new Executive Board list (names, postal and email addresses, phone numbers) to the NADE president and president-elect within ten days of the annual conference.
- ❖ Provide acknowledgement for conference chairs and give special small gifts, if in order.
- ❖ Coordinate site selection for future conferences working one or two years ahead of the current year.
- ❖ Oversee site selection and conference dates.
- ❖ Attend all Executive Board meetings.

**VICE-PRESIDENT/PRESIDENT-ELECT:**

- ❖ Prepare to assume the duties of President following the current President's term.
- ❖ Assist the President in the planning of the annual conference.
- ❖ Assume other duties assigned by the President.
- ❖ Attend annual NADE conference and participate in the leadership workshop for chapter officers. (The conference registration fee is waived by NADE; airfare and ½ hotel expenses are paid by TASSR.)
- ❖ Prepare and bring to the annual conference, all information, publicity and volunteer forms for the subsequent year's conference.
- ❖ Prepare reports concerning the TASSR annual conference to present at the Executive Board meeting.
- ❖ Attend all Executive Board meetings.

## **SECRETARY:**

- ❖ Keep the official minutes and records of this association and of the Executive Board.
- ❖ Handle correspondence as needed.
- ❖ Solicit, review and approve conference proposals.
- ❖ Create conference program
- ❖ Attend all Executive Board meetings.

## **TREASURER:**

- ❖ Receive and distribute all TASSR funds.
- ❖ Submit a financial report to the committee at each meeting of the Executive Board and to the membership at the annual conference.
- ❖ Prepare tax return for the organization seeking appropriate professional support from accountant as needed.
- ❖ Attend all Executive Board meetings.

## **Media and Marketing:**

- ❖ Maintain the TASSR Website.
- ❖ Coordinate with the TASSR Executive Board to collect materials, establish deadlines, etc. for the Website.
- ❖ Coordinate with the President and President-Elect, prepare and disburse promotional information concerning the annual conference including the Call for Proposals, Award Nominations Forms, Officer Nomination Forms, Membership Forms, Call to Conference, and the Schedule of Concurrent Sessions.
- ❖ Attend all Executive Board meetings.

## **AREA REPRESENTATIVE:**

- ❖ Contact potential TASSR members in their region.
- ❖ Serve on committees as assigned by the President.
- ❖ Advise the President in matters of policy.
- ❖ Serve as a liaison between area members and this association.
- ❖ Recommend area members for the Educator of the Year and solicit nominees for Student of the Year awards in their area.
- ❖ Recommend and solicit area members to run for TASSR offices.
- ❖ Recommend a site for area conference.
- ❖ Solicit conference proposals from their respective areas.
- ❖ Attend all Executive Board meetings.

### **AREA REPRESENTATIVE ELECT:**

- ❖ Serve on committees as assigned by the President.
- ❖ Serve as a liaison between members and this association as needed.
- ❖ Serve as the Area Representative should the existing Representative resign or be unable to serve.
- ❖ Recommend area members for the Educator of the Year and solicit nominees for Student of the Year awards in your area.
- ❖ Recommend and solicit area members to run for TASSR offices.
- ❖ Recommend a site for the area conference.
- ❖ Solicit conference proposals from their respective areas.
- ❖ Assume the role of Area Representative at the end of the Area Representative's term.
- ❖ Attend all Executive Board meetings.

### **Past President:**

- ❖ Serve on committees as assigned by the President.
- ❖ Serve as the Nominations Chair.

## TENNESSEE ASSOCIATION FOR STUDENT SUCCESS AND RETENTION TENURE AND REPLACEMENT OF OFFICERS:

- ❖ The President, President-Elect, and Area Representatives shall serve a term of two years.
- ❖ The Secretary shall serve a term of two years.
- ❖ The Treasurer shall serve a term of two years.
- ❖ Any officer is eligible for re-election.
- ❖ No officer may serve more than three consecutive terms in the same office.
- ❖ In the event that a vacancy occurs, it shall be filled by appointment of the President with Executive Board approval. Should the office of the President become vacant, the Vice-President/President-Elect will fill the office.

### ELECTIONS:

- ❖ A nominating committee chair will be appointed by the President.
- ❖ Nominations for officers will be solicited in prior to the fall conference from the TASSR membership with a nominating deadline determined by the nominating committee.
- ❖ The nominating committee will recommend a slate of officers with for each office to be elected. The committee chair will:
  - Secure each candidate's permission for nomination
  - Obtain a brief vitae and a photograph for each candidate
  - Print and distribute ballots with vitae and photographs of the candidates
  - Set a deadline for ballot return
  - Count the ballots received
  - Announce the results at the annual conference
- ❖ Officers will be elected by a majority of votes on the returned ballots. If a candidate does not receive a majority of returned ballots, a run-off election will be held at the annual conference. The elected candidate will be the candidate receiving the majority of votes cast by those members attending the business meeting.

### EXECUTIVE BOARD MEETINGS:

The Executive Board will meet three times per year in regular midday sessions and once during the annual conference. The fall meeting can be held at the site of the annual conference, if needed. Regular meetings will be held in the central part of the state. An emergency meeting may be called by the President at a time and place of his/her selection. At the discretion of the President, meetings of the Executive Committee may be held by electronic means.



# TENNESSEE ASSOCIATION FOR STUDENT SUCCESS AND RETENTION

## DUTIES OF APPOINTED OFFICERS

### **ARCHIVIST:** (appointed by the TASSR President)

- ❖ Maintain and collect historical records of TASSR.
- ❖ Update the notebooks for TASSR Executive Board members.
- ❖ Attend all Executive Board meetings.

### **AWARDS COMMITTEE CHAIRPERSON:** (appointed by the TASSR President)

- ❖ Send the appropriate forms, with deadlines and pertinent information, to the membership through the TASSR website and via email.
- ❖ Communicate with area representatives about nominations.
- ❖ Receive all nominations for the awards TASSR Educator of the Year and TASSR Student of the Year.
- ❖ Establish the selection committee for award winners.
- ❖ Send a biography of each award winner to the Webmaster immediately after the annual conference or no later than the January Executive Board meeting.
- ❖ Attend all Executive Board meetings.

### **CULTURAL DIVERSITY COMMITTEE CHAIRPERSON:** (appointed by the TASSR President)

- ❖ Encourage participation of TASSR members from diverse backgrounds.
- ❖ Work with area representatives to encourage member participation on the committee.
- ❖ Develop activities to encourage diversity within TASSR.
- ❖ Identify and apprise the membership of current diversity issues.
- ❖ Identify and implement at least one activity addressing diversity issues at the TASSR annual conference.
- ❖ Act as a Cultural Diversity Liaison with NADE.
- ❖ Attend all Executive Board meetings.

### **Media and Marketing:** (appointed by the TASSR President)

- ❖ Maintain the TASSR Website.
- ❖ Coordinate with the TASSR Executive Board to collect materials, establish deadlines, etc. for the Website.
- ❖ Coordinate with the President and President-Elect, prepare and disburse promotional information concerning the annual conference including the Call for Proposals, Award Nominations Forms, Officer Nomination Forms, Membership Forms, Call to Conference, and the Schedule of Concurrent Sessions.
- ❖ Attend all Executive Board meetings.

### **MEMBERSHIP COMMITTEE CHAIRPERSON:** (appointed by the TASSR President)

- ❖ As soon as possible following the annual conference, the current membership list should be submitted to the current TASSR President and President-Elect.
- ❖ Remind members of renewal dates other than the conference renewal time.
- ❖ Work with area representatives to solicit membership among educators who do not attend the TASSR Conference.
- ❖ Provide membership update at each Executive Board meeting.
- ❖ Attend all Executive Board meetings.

### **NOMINATIONS COMMITTEE CHAIRPERSON:** (appointed by the TASSR President)

- ❖ Solicit nominations for officers from membership via the winter issue of the TASSR newsletter.
- ❖ Work with the West, Middle, and East Area Representatives to solicit nominations.
- ❖ Present the slate of officers for nominations.
- ❖ Design a ballot or check the ballot currently used.
- ❖ Distribute ballots and count returns to determine winners.
- ❖ Inform the TASSR President of winners.
- ❖ Present winners at the TASSR business meeting.
- ❖ Attend all Executive Board meetings.

### **POLITICAL LIAISON COMMITTEE CHAIRPERSON:** (appointed by the TASSR President)

- ❖ Investigate issues relating to Developmental Education and present those issues and possible solutions to the members of the Tennessee General Assembly.
- ❖ Provide members of THEC, TBR, and the Tennessee General Assembly positive examples of the ways Developmental Education serves students in higher education.
- ❖ Provide the names of General Assembly members to the TASSR Executive Board members.
- ❖ Relay information about the TASSR Educator of the Year and the TASSR Student of the Year to members of the General Assembly.
- ❖ Any of the above actions must be approved by the TASSR Executive Board before implementation by the committee.
- ❖ Attend all Executive Board meetings.