

# POSITION DESCRIPTIONS FOR ASATT Board of Directors

**H**AVE YOU EVER WONDERED exactly what the responsibilities are of the individual Board members? Here is a simple overview of the "position descriptions" of the Board of Directors.

## Regional Directors — Two-year term

**MUST BE A CERTIFIED ANESTHESIA TECHNICIAN OR TECHNOLOGIST, A MEMBER OF ASATT IN GOOD STANDING AND RESIDE WITHIN THE REGION THEY HAVE BEEN ELECTED TO SERVE.**

- Responsible for organizing at least one yearly meeting and in some situations, two. This includes obtaining speakers, selecting locations and obtaining sponsors. The Regional Director is financially accountable for operating within the budgeted funds for the regional meeting. They are also responsible for providing an outline of the meeting to ASATT for distribution and sending ASATT a final list of attendees to facilitate awarding of CEs.
- Responsible for promoting the Annual Educational Meeting within the Region with both vendors and members.
- Responsible for attending the Annual Educational Meeting.
- Assisting with registration, sales, etc., during the Annual Meeting.
- Assist with the ASA booth, if needed.
- Responsible for participating in all Board activities, to include:
  - > Attending all Board meetings.
  - > Participating in all Board conference calls. (Usually every other month on a Saturday morning)
  - > Responding to all e-mails when questions/opinions are solicited.
  - > Submitting monthly, quarterly and yearly reports for your Region and/or committees to the President.
  - > Submitting Sensor and Website updates by the date requested.
  - > Participate in the yearly budget process for the region's activities.

## Secretary — Two-year term

**MUST BE A CERTIFIED ANESTHESIA TECHNICIAN OR TECHNOLOGIST AND A MEMBER OF ASATT IN GOOD STANDING.**

- Responsible for taking minutes at all Board meetings and business meetings and submitting the minutes to the Board of Directors.
- Responsible for co-signing all contracts negotiated.

## Treasurer — Two-year term

**MUST BE A CERTIFIED ANESTHESIA TECHNICIAN OR TECHNOLOGIST AND A MEMBER OF ASATT IN GOOD STANDING.**

- Responsible for supervising the handling of ASATT funds.
- Responsible for the accounting of ASATT funds to the membership.
- Responsible for assisting ASATT management in the planning of the annual budget.
- Monitoring the profit and loss on a monthly basis.

## President-Elect — Three-year term

**MUST BE A CERTIFIED ANESTHESIA TECHNICIAN OR TECHNOLOGIST, A MEMBER OF ASATT IN GOOD STANDING & HAVE HELD A PREVIOUS BOARD POSITION (PAST OR PRESENT).**

- Communicating directly with the President of the ASATT.
- Assuming the responsibilities of the President when necessary.
- Being familiar with the Bylaws, Policy and Procedure manual and the working of all committees.
- Succeeding the President at the end of his/her term.
- Co-chairing the Annual Educational Meeting, to include taking care of the ASA booth (set-up, staffing and break-down).
- Chairing the Communications Committee.

## President

- Handles daily Society business as required
- Presides at all Society membership, Board of Directors and Executive Committee meetings.
- Responsible for co-signing all negotiated contracts on behalf of the Society.
- Fiscally responsible for operating the Societies business within the approved budget.
- Prepares agendas for Board Business
- Co-Chairs the Annual Educational Meeting, to include taking care of the ASA booth (set-up, staffing and breakdown)
- Responsible for set-up, staffing and break down of ASATT booth at the AANA National Meeting

## Immediate Past President

- The Immediate Past-President shall serve as a member of the Board and Chairperson of the Nominations Committee.
- The Immediate Past-President shall fulfill various other duties for the Society at the pleasure of the President by mutual agreement of both parties.
- Assist with set-up, staffing and break down of ASATT booth at the AANA National Meeting.
- Participates in conference calls and Board meetings.

***No Board member position or Officer of ASATT is paid for their time; they are voluntary!***

