



**BOARD MEMBERS AND OFFICERS RESPONSIBILITIES**

*As succession planning is critical to the success of the NJAPPA organization, this document is intended to clearly delineate the responsibilities of each NJAPPA Board Position for the purpose of ensuring seamless transitions from exiting members to those who are newly elected. It is not intended to replace the descriptions of duties of officers found within the NJAPPA Constitution and By-laws document.*

Current Slate of Officers and Vacancies for 2024: (Term starts and ends in June).

| POSITION                                  | HELD BY                                    | TERM      |
|---|--|-----------|
| President                                 | Amy Baker, NJIT                            | 2023-2025 |
| Past-President                            | Earl Farrell, MSU                          | 2023-2025 |
| President-Elect                           | Joshua Johnson, MCCC                       | 2023-2025 |
| Treasurer                                 | Walter Eddy, Rider                         | 2024-2026 |
| Secretary                                 | Diana Barsoum                              | 2024-2026 |
| Dir. of Professional Development          | John Argento, Princeton                    | 2023-2025 |
| Dir. of Membership & Community Engagement | Tawanda Thomas, Rutgers                    | 2023-2025 |
| Dir. of Technology                        | Gus Bing, Princeton                        | 2023-2025 |
| Director-at-Large                         | Rajendra Shah, MSU                         | 2024-2026 |
| Director-at-Large                         | John Pereira, Rutgers                      | 2023-2025 |
| Director-at-Large                         | Nathaniel Saviet, Bergen Community College | 2024-2026 |
| Business Partner Representative           | Michael Zulla                              | 2024-2025 |
| Business Partner Representative           | Sue Maddalena                              | 2023-2025 |
| Business Partner Representative           | Christine Messina, All Risk                | 2024-2027 |
| Trustee                                   | Todd Miller, Emeritus                      | 2023-2026 |
| Trustee                                   | Mark Showers, Emeritus                     | 2023-2026 |

*Please refer to the following pages for position descriptions and duties.*



## President

The NJAPPA by-laws state that the President shall: preside over all meetings of the Chapter and of the Board of Directors; have the authority to act, upon the prior approval of a majority of the Board of Directors, if an event occurs between meetings that is not covered by the Constitution or By-laws; keep Regional Association Officers informed of Chapter activities; and such other duties as directed by the Board of Directors.

It should be further understood by the newly-elected President that the following duties are expected:

- This is a two-year term followed immediately by assuming the Immediate Past Presidents role
- President is expected to attend ERAPPA and NJAPPA meetings as necessary to represent the constituents of NJAPPA (mid-year, and annual ERAPPA meetings)
- Serves as the board representative to ERAPPA and communicates monthly via conference calls with the ERAPPA presidents
- Will have signatory authority for contracts and documents issued in the course of conducting business for the association such as venue, facilitator's etc.
- Shall hold signatory authority in case treasurer is unavailable to write checks
- Shall coach and mentor the President Elect
- Prepare and distribute meeting agenda
- Assign duties to other board members as deemed necessary
- Shall administer be familiar with and administer the chapter constitution and by-laws
- Call for special elections as necessary
- Appoints Business Partners representatives to the board

## President Elect

The NJAPPA by-laws state that the President Elect shall: assume the duties of the President when the President is absent or if the post should become vacant; serve as an ex-officio member of all standing committees and Vice President of Board of Directors; and such other duties as assigned by the President of the Board of Directors.

- Shall attend annual ERAPPA mid-year and annual meetings to represent various committees and NJAPPA constituents
- Serve on committees as requested by President
- Shall become familiar the duties and responsibilities of all other officers and committees representing officers, board members and ad-hoc committees
- Shall become familiar with and administer the Constitution and By-Laws as necessary



### Immediate Past President

The President becomes the Immediate Past President upon the completion of the term of President. The Immediate Past President serves for two years and shall:

- Serves as Chair of the Nominating committee to fill vacant positions as necessary in addition to annual elections
- Seeks individuals from outside the Board to serve as positions become vacant to encourage new board representatives
- Be responsible for providing agenda items to the President
- Serve as President at meetings and events when the President or the President Elect are not available or in attendance
- Maintain signature authority for all documents such as contracts, and checks in the absence of President or Treasurer
- Will have signatory authority for contracts and documents issued in the course of conducting business for the association such as venue, facilitator's etc.
- Shall hold signatory authority in case treasurer is unavailable to write checks
- Shall coach and mentor the President Elect

### Secretary

The NJAPPA by-laws state that the Secretary shall: be responsible for recording minutes of all meetings of the Board of Directors and membership; handle all official correspondence; and such other duties as assigned by the President or the Board of Directors

It should be further understood by the newly-elected Secretary that the following duties are also expected:

- This is a two-year term of office
- Minutes of prior meetings shall be completed and emailed to all Board members two weeks prior to next meeting for correction or questions
- Maintain copies of all meeting agendas, and minutes in an organized fashion
- Keep copies of any correspondence, contracts or other documents issued by the association in both electronic and hard copy for future reference
- Maintain attendance records of all annual meetings as well as board meetings
- Update NJAPPA brochure annually



## Treasurer

The NJAPPA by-laws state that the Treasurer shall: be responsible for receiving, dispensing and safekeeping of all funds of the chapter; make recommendations as to the disposition of excess funds and; such other duties as assigned by the President or the Board of Directors.

Our fiscal year begins on April 1 and ends on March 31 annually for records and auditing purposes. It should be further understood by the newly-elected Treasurer that the following duties are required:

- This is a two-year term of office with one renewable appointment for 2 more years
- Provides all documents annually for signature authority needs
- Maintain all records of W9 application and non-taxable status of the organization
- Renews all insurances annually (Umbrella Policy for Organization and Officers / Board Member policy) (June)
- Present monthly reconciliation reports to the Board of Directors
- Distributes payments to all vendors as may be required for services other than Annual Conferences such as Annual Spring Meeting and ERAPPA
- Obtain venue insurance as may be required for meetings at various locations
- Provide invoices, and billing as it relates to meetings and membership for the organization
- Monitors the Pay Pal Account in conjunction with the Director of Technology
- Files Annual 990 with IRS Before April 30 (see sample in dropbox under NJAPPA 990)
- Submits completed Officers Insurance renewal application prior to June 5 expiration date (see ex of completed form for Travelers) President must sign annually fill out all pages.
- Obtain insurance as necessary for General Membership meetings for sites that require same using Tulip <https://tulip.ajgrms.com> a state agency.

## Director/Technology Representative

This position is responsible for maintaining the NJAPPA website, upgrades to website, data bases for membership and other duties as assigned by the President or Board of Directors

- This position shall be held for as long as the individual is willing to serve there are no term limits
- This position issues contracts for annual meetings and maintains the checking account for Conference expenses
- Keeps abreast of new software/hardware that can be purchased to streamline and meet the needs of the board
- Maintains the chapters famous Jeopardy game and creates answers for annual meeting game
- Serves as a representative to ERAPPA Technology committee and attends mid-year and annual ERAPPA meetings



- Oversees the NJAPPA online document storage service.
- Coordinates electronic communications with Business Partners posting information on website as well as coordinating electronic communications with the general membership of NJAPPA
- Communicates monthly with ERAPPA committee meetings via conference calls

### Director Professional Development

The Director of Professional Development shall serve as the education coordinator for the chapter; work with outside presenters to obtain preview of presentations and carry out any other assignments the board deems appropriate.

It should be further understood by the newly-elected/appointed director that this is a two-year term and the following duties may be expected;

- Provide all information regarding educational presentations for spring and fall meetings
- Work with committee to establish themes and presenters for the Annual Chapter Meeting and ERAPPA
- Negotiate fees for presenters as may be necessary
- Coordinate web postings with the Director of Technology as needed
- Coordinate meeting expenses with Treasurer as needed
- Establish meeting agenda/presentation order and timing and provide biographies for introduction of all meeting participants as needed to the President or his/her representative as needed to conduct the meeting
- Work with Director of Technology and Treasurer to obtain Sponsors for meetings

### Director of Membership & Community Engagement

The director of membership and community engagement shall maintain the membership list for NJAPPA both in an electronic format and hard copy; send mailings to provide information regarding membership, letters of renewal for paid EDU/Business Partners in a timely fashion and update the membership list after each meeting to include new attendees and potential members and carry out any other assignments the board deems appropriate.

It should be further understood by the newly elected/appointed director that this a two year term and the following additional duties may be expected:

- Consistent monitoring and updating of membership list
- Maintain list in format as indicated on the Google site, update addresses, phone numbers etc. as needed
- Mail out annual dues renewal letters, July 1 annual renewal for Educational Membership and January 1, for Business Partner membership



- Solicit new Educational Members through various promotional opportunities to constituents
- Present a hard copy review at least twice per year at a monthly meeting
- Coordinate and notify Treasurer and Director of Technology and Director Personal Development of correspondence with membership

### Director at Large (3)

Director(s) at large are voting members of the board who work together on various committees, assist with planning of meetings. These members are expected to attend two to three meetings per year representing their Educational Facility, recruit membership and continue their professional development which will allow them to prosper in their career and seek other board responsibilities as their institution will permit.

### **Business Partner Representatives (3)**

The Board of Directors can appoint up to three Business Partner representatives who will assist the Chapter in fulfilling its purposes and objectives. Business Partner representatives shall be members in good standing for a minimum of three years in order to be eligible. The Business Partner representatives shall be elected by majority vote of the Board of Directors. Business Partner representatives shall be elected utilizing staggering terms. In year one, (1) Business Partner will be elected for a one-year term, (1) Business Partners will be elected for a two-year term and (1) Business Partner will be elected for a three-year term.

The Business Partner Representative (BP) is a true “Jack of all trades,” who is relied upon to support every aspect of the Board, including being an outspoken advocate when interacting with institutional clients and peers alike. Each of our partners will be aligned with 3, key board roles; Professional Development, Technology, and Membership & Community Engagement. Depending on alignment, duties can include but are not limited to:

- preparing for NJAPPA Annual Meetings
- drafting outgoing communications
- soliciting speakers
- member recruitment initiatives
- assisting with on-site meeting logistics
- reviewing an updating member database
- updating the NJAPPA website

The BP participates in monthly board meetings and assists with new-member application review. Although they are not voting members, they are active participants in the Board, whose opinions are well respected and considered. *(Please refer to key position descriptions above for more information).*