

# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for President

1. The President presides over all Board of Directors meetings and the annual conference.
2. The President is the liaison between the National Association of Activity Professionals and the Iowa Association of Activity Professionals acting as the State Contact.
3. The President presents recommendations of the speaker committee, for approval by the Board of Directors, all speakers that shall present educational programs for the annual conference.
4. The President designs and signs all C.E.U. forms that are used for the annual conference.
5. The President is also the liaison between speakers that present at the conferences getting any needed equipment and copies of handouts, etc. that the speaker(s) may need.
6. The President makes all arrangements with the hosting hotel or meeting place for rooms, meals, equipment, speaker needs, and signs all contracts.
7. The President oversees the Treasurer report which is presented at each board meeting.
8. In the event that the Treasurer cannot complete the term, the President and Assistant Treasurer/Public Relations shall oversee IAAP fund until a new Treasurer can be appointed.
9. The President will assign conference duties to other board members who do not have other specific assignments.
10. President will present a written report from National Convention.
11. Due to the extent of the responsibility, all applications for the position of President need to be employed full time with 2 years activity director experience and have previous board experience.

Updated: April, 2016

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## Job Description for Secretary

1. The Secretary is expected to attend all board meetings and take the minutes, which will be distributed to all board members and kept on file.
2. The Secretary prepares conference evaluations to be distributed at each session of the conference, collected following each session, and tallied following the conference.
3. The Secretary prepares a summary evaluation including comments made by attendees, make copies, and presents at the next scheduled board meetings.
4. The Secretary keeps the C.E.U. attendance sheets following each conference. These are kept on file for a minimum of five (5) years along with the masters for each session. If an attendee needs a copy of their C.E.U., their attendance can be verified and a new form sent to them.
5. The Secretary shall keep minutes for a minimum of seven (7) years.

# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for Treasurer

1. The Treasurer should attend all board meetings.
2. The Treasurer will keep accurate records of IAAP's income and disbursements.
3. The Treasurer and additional board member will have a signature on file with current banking institution for check writing.
4. The Treasurer will collect the money for registration fees from the form sent in the newsletter/website.
5. The Treasurer will develop an e-mail database for electronic handout distribution for each conference and send/provide to the Newsletter Editor.
6. At the conference, the Treasurer will receive the registration fees and give out receipts as requested.
7. The Treasurer will prepare a cash box with \$100.00 for miscellaneous needs at the conference. Following the meeting, will balance and report on cash box.
8. The Treasurer will deposit money received from the association.
9. The Treasurer will write checks deemed necessary for the association.
10. The Treasurer will maintain a checking account for IAAP. Authority to disburse funds from the checking account will come with approval by the President. Records will be maintained for seven (7) years.
11. Due to the extent of the responsibility, all applicants for the position of Treasurer must have prior approval by the IAAP Board of Directors before nomination. They must be employed full time as an Activity Professional with previous board experience.

# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for Newsletter Editor/Marketing

1. The Newsletter Editor should attend all board meetings.
2. The Newsletter Editor will maintain a list of conference attendees (both postal and e-mail) each year.
3. The Newsletter Editor will maintain a list of facilities postal addresses. These facilities will be identified by the Department of Investigation and Appeals entities list that have been identified as long-term health care facilities.
4. The Newsletter Editor will prepare the newsletter for the Fall Conference. This includes:
  - a. Collecting all the materials given by board members by established deadline.
  - b. Organizing the material into the newsletter format.
  - c. Editing the final draft.
  - d. Sending the final draft to the Board Members for approval.
  - e. Make corrections and finalize the newsletter.
5. Distribution of the newsletter:
  - a. The President will contact the website designer for posting onto the website.
  - b. The Newsletter Editor will electronically or postal mail the newsletter to past two years conference attendees.
6. Marketing:
  - a. The Newsletter Editor will create and mail a postcard from the Facility Database to the Activity Director's attention with information on the upcoming conference as well as our website for more information.

# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for Resource Room Coordinator

1. The Resource Room Coordinator is expected to attend all board meetings.
2. The Resource Room Coordinator is to secure materials and/or vendors for the Fall Conference and act as liaison between IAAP and the vendors.
3. The Resource Room Coordinator is responsible for transporting materials to the conference site and organizing the vendor room/area, which includes calculating the amount of table/space needed for each vendor.
4. The Resource Room Coordinator keeps in communication with the President about the vendor needs/changes/responses.
5. The Resourced Room Coordinator reviews and recommends vendor cost adjustments on an as needed basis.
6. The Resource Room Coordinator keeps the following timeline:
  - a. By mid April – send out invitations by letter to all vendors with a response indicator and a deadline for response.
  - b. Send out additional letters after President returns from National Convention.
  - c. Conduct follow-up on an as-needed basis. Send detailed letter to vendors that have responded positively with an invitation to attend the conference. Include information as to location, room charges, times display open, amenities, room reservation numbers, etc.
  - d. Send thank you notes promptly to all vendors that attended or sent door prizes and/or materials. Include future conference dates.

# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for Promotions and Sales

This position has been eliminated as of January 2016 due to decision by Board to no longer provide promotional and sales items.

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# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for Assistant Treasurer/Public Relations

1. The Assistant Treasurer/Public Relations should attend all board meetings.
2. The Assistant Treasurer/Public Relations should be prepared to assume the duties of the Treasurer if needed.
3. The Treasurer's Assistant will have the following duties at the conference:
  - a. Assist with registration set up.
  - b. Be a room monitor for breakout sessions.
  - c. Introduce speakers when asked.
  - d. Help collect evaluations when needed.
  - e. Pass out handouts when needed.
  - f. Will send thank-you notes/cards when needed
4. The Assistant Treasurer/Public Relations will assist in monitoring attendee needs during the conference.



# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

## Job Description for Election/Govt./District Liaison

1. The Election/Govt. and District Liaison shall attend all board meetings.
2. The Election/Govt. and District Liaison is in charge of all appointments. This includes:
  - a. A notice will be sent in the spring via e-mail of positions that will be available in the fall with a short explanation of each position. This e-mail will be distributed to the prior two years conference attendees.
  - b. Ready the nomination form/resume for the newsletter editor
  - c. Receive all nomination forms/resumes and call references prior to the Fall Conference.
  - d. If more than one person is running for an office, prepare ballots to be used for an election.
  - e. In case of election, introduce each candidate, give a short history of each candidate's activity experience, and then ask each candidate to tell the attendees why they would like to serve on the IAAP Board of Directors.
3. The Election/Govt. and District Liaison will contact inner-state districts as appropriate.
4. At the Conference, the site duties will be at the discretion of the President.