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 (if utilized), 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, copies of the 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 the “second bank signature” board member shall oversee the 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. The President will present a written or verbal report from the National Convention.
11. Due to the extent of the responsibility, all applications for the position of President need to be employed full time with two (2) years activity director experience and have previous board experience.

IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

Job Description for Secretary

1. The Secretary should attend 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 meeting.
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 board meetings.
2. The Treasurer will keep accurate records of IAAP’s income and disbursements.
3. The Treasurer and an additional board member will have a signature on file with the 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 keep current on information regarding PayPal payments for the conference as well as updating the cost of the conference and collecting monies from PayPal account.
6. The Treasurer will develop an e-mail database for electronic handout distribution for each conference and provide to the Communications Coordinator.
7. At the conference, the Treasurer will receive the registration fees (paid on site) and give out receipts as requested.
8. The Treasurer will prepare a cash box with $100.00 for miscellaneous needs at the conference. Following the conference, will balance and report on cash box.
9. The Treasurer will deposit money received from the association.
10. The Treasurer will write checks deemed necessary for the association.
11. The Treasurer will maintain a checking account for IAAP. Records will be maintained for seven (7) years.
12. 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 Communications Coordinator

1. The Communications Coordinator should attend all board meetings.
2. The Communications Coordinator will maintain a list of facilities postal addresses. These facilities will be identified by the Department of Investigation and appeals Entities book (dia-hfd.state.ia.us) that have been identified as having staff that would benefit from the conference (long-term, skilled care, CCDI, assisted living, memory care, etc.)
3. The Communications Coordinator will prepare the newsletter for the Fall Conference. This includes:
	1. Collecting the materials given from the board members by established deadline.
	2. Organizing the material into the newsletter format.
	3. Editing the final draft.
	4. Sending the final draft to the Board Members for approval.
	5. Make corrections and finalize the newsletter.
4. The Communications Coordinator will receive and maintain a list of e-mail addresses of conference attendees for the past two years.
	1. E-mail reminders will be sent out at various times before the conference with information regarding the following year’s conference.
	2. E-mails of the speaker handouts are also delivered through e-mail addresses.
5. Distribution of the newsletter:
	1. The President will contact the website designer for posting the current newsletter edition onto the website.
	2. The Communications Coordinator will electronically mail the newsletter to the past two years’ conference attendees.
6. Marketing:
	1. The Communications Coordinator will create and mail a postcard from the facility database (see #3 above) to the Activity Director’s attention, with information on the upcoming conference as well as our website for more information.

IOWA ASSOCIAITON OF ACTIVITY PROFESSIONALS

Job Description for Resource Room Coordinator

1. The Resource Room Coordinator should 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 Resource Room coordinator reviews and recommends vendor cost adjustment on an as-needed basis.
6. The Resource Room Coordinator keeps the following timeline:
	1. By mid-April – send out invitations by letter to all vendors with a response indicator and a deadline for response.
	2. Send out additional letters after the President returns from National Convention with possible vendors to be included.
	3. 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 the display is open, amenities, room reservation numbers, etc.
	4. 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 Election/Government/District Liaison

1. The Election/Government and District Liaison shall attend all board meetings.
2. The Election/Government and District Liaison is in charge of all appointments.

This includes:

* 1. 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 which are maintained by the Communications Coordinator.
	2. Ready the nomination form/resume for the newsletter
	3. Receive all nomination forms/resumes and call references prior to the Fall Conference.
	4. If more than one person is running for an office, prepare ballots to be used for an election.
	5. 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.
1. The Election/Government and District Liaison will contact inner-state districts as appropriate.
2. At the conference, the site duties will be at the discretion of the President.