

# B.A.S.H. FAMILY REUNION

## DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

<u>ELECTED POSITIONS</u>	<u>APPOINTED POSITIONS</u>
<ul style="list-style-type: none"><li>• President</li><li>• Vice President</li><li>• Secretary</li><li>• Treasurer</li><li>• Chaplain</li><li>• Youth/Young Adult Liaison</li></ul>	<ul style="list-style-type: none"><li>• Parliamentarian</li><li>• Historian</li><li>• Webmaster</li><li>• Social Media Administrator</li><li>• Newsletter Editor</li></ul>

This document provides guidance for Executive Board Members, both elected and appointed. The following describes the duties and responsibilities required to maintain the ongoing operations for the B.A.S.H. Family Reunion. Please also refer to the B.A.S.H. Family Reunion Bylaws for further governance details pertaining to the Executive Board.

## ELECTED POSITIONS

### PRESIDENT

1. Shall conduct all business meetings for the reunion by calling the meeting to order and assuring that a quorum is present.
2. Shall be the principal officer of the organization and will, in general, supervise and control all the business and affairs of the organization.
3. Shall preside at all meetings of the organization, following the prescribed order of the meeting agenda.
4. Shall state and put to vote all questions that legitimately come before the B.A.S.H. assembly as motions or that otherwise arise in the course of proceedings and to announce the result of each; or, if a motion is not in order, to rule it out of order.
5. Shall sign with the Secretary (when applicable), certificates or any deeds, or other instruments which the organization has authorized to be executed; and in general, perform all the duties incident to the office of President and such other duties as may be

prescribed by the organization from time to time.

6. Shall enforce the rules relating to debate and the observance of order at all times amongst the general membership.
7. Shall decide all questions in order, subject to appeal, or, when in doubt, to submit such questions to the general membership for decision.
8. Shall maintain open communications with all officers, area chairs, and reunion hosts.
9. Shall sign, when necessary, all acts, orders, and proceedings of the B.A.S.H. Family Reunion organization.
10. Shall assign or choose committees as deemed needful and necessary for carrying out the desires and wishes as agreed upon by the body.
11. Shall authorize the expenditure of funds by the Treasurer.
12. Shall call special meetings when deemed necessary.
13. Shall properly and adequately train the replacement President upon vacating the office.
14. Shall declare the meeting adjourned when the B.A.S.H. assembly so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency.
15. Shall be well-versed in the governing bylaws of the family reunion organization.

## **VICE PRESIDENT**

1. Shall fulfill the duties and responsibilities of the President when absent or unavailable at the time of any regular scheduled meeting of the family reunion.
2. Shall also assist the President as required.

## SECRETARY

1. Shall function as the recording officer of the B.A.S.H. Family Reunion and be the custodian of its records.
2. Shall be detail oriented with excellent written communication skills.
3. Shall attend all board meetings and business meetings of the organization and record the minutes in both written and digital format.
4. Shall forward draft minutes to the President and executive board within 14 days of any virtual board meeting or quarterly family business meeting, but 30 days following the annual business meeting held in July.
5. Shall make the minutes and reports available to members upon request within a reasonable time and with the President's general approval.
6. Shall keep accurate records and manage storage and electronic filing of said records.
7. Shall maintain and update the official directory of the family reunion membership.
8. Shall publish written notice of family business meetings along with links to any virtual meetings to the B.A.S.H. Facebook Page, and shall email notice to all members listed in the official directory.
9. Shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or organization.
10. Shall keep an accurate record of all proceedings for the reunion and prepare the same for publication.
11. Shall distribute, as deemed appropriate, a copy of minutes or other records to the webmaster for posting to the website.
12. Shall make available to any newly elected or appointed officers the duties and responsibilities as pertains to their respective positions.
13. Shall maintain record books in which any bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand or accessible online at every meeting.

14. Shall prepare an agenda for use by the President or presiding officer, listing the exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
15. Shall, in the absence of the President and Vice President, call the meeting to order and preside until the immediate election of a chair pro tem.
16. Shall receive reports from officers or committees and record the date received and any further action to be taken, then file accordingly.
17. Shall properly train and turn over all records to the replacement Secretary upon vacating the office.

## **TREASURER**

1. Shall be the principal accounting and financial officer and shall be responsible for the maintenance of all funds for the organization.
2. Shall receive and give receipts for monies due and payable to the organization from designated Area Host treasurers or other sources, and deposit all such monies in the name of the organization in such banks as shall be selected by the organization. Note that the Area Host leadership will elect a treasurer who will be responsible for the submission of monies to the Executive Board Treasurer.
3. Shall be entrusted with the custody of the funds of the B.A.S.H. Family Reunion organization.
4. Shall be bonded or guaranteed for a sum sufficient to protect the members of the B.A.S.H. assembly from loss.
5. Shall be responsible for disbursing funds with the authority of the B.A.S.H. membership or President and maintaining an accurate record of all transactions.
6. Shall ensure that banking is done in the name of the family and not the individual.
7. Shall deposit all funds in a financial institution (two signatures are required on account card) with all bank statements being sent to the treasurer's home.
8. Shall be required to make a full written financial report annually at the B.A.S.H. business meeting and prepare copies of the report for the President and Secretary.

## **CHAPLAIN**

1. Shall recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings or other events or selects someone else to do it.
2. Shall assist the hosting committee of each bi-annual reunion in the selection of guest speakers, singers, places of worship.
3. If the Chaplain is also a member of the clergy, he/she will serve the B.A.S.H. assembly in that capacity in such manner as it may require.

## **YOUTH/YOUNG ADULT LIAISON**

1. Shall be a central person who engages with the youth and young adults of the Family Reunion and gives feedback to the Executive Board and the Area Host Committee.
2. Shall be between the ages of 21 and 35.
3. Shall help to bridge the gap between youth/young adults and the older population of the Family.
4. Shall play a key role in assuring that the family reunion continues to move forward by helping to attract more involvement of younger family members.
5. Shall be expected to attend all Executive Board Meetings, Quarterly Family Meetings, and Reunion Family Meetings.
6. Shall lead a Focus Group meeting during the reunion to engage youth/young adults.
7. Shall communicate with the Area Host or Area Committee to provide feedback for planning activities of interest to youth and young adults.

# APPOINTED POSITIONS

## PARLIAMENTARIAN

1. Shall study, observe, and advise the family on all matters of parliamentary procedures.
2. Shall assist the President or presiding officer to respond to points of order and parliamentary inquiries.

## HISTORIAN

1. Shall conduct research, compile information, and record any findings of information that will increase knowledge of the family history and background or of any descendants of or family members.
2. Shall be held by a family member (i.e., by birth, marriage or adoption) who will be dedicated to researching and creating historical data regarding the B.A.S.H background.
3. Shall be willing to make contacts on his/her own with other family members, municipal facilities (local or in other jurisdictions) in order to secure public records of family information.
4. Shall prepare a narrative account of all B.A.S.H activities and family accomplishments during his/her term of office.
5. Shall collect, research and verify all available family historical records.
6. Shall record and present (or causes to be presented) information received, on an annual basis, before the B.A.S.H assembly, and when approved and formally adopted by the B.A.S.H assembly, this information will become part of the permanent official document of the B.A.S.H assembly.
7. Shall have custody of any objects of value, including pictures, books, written and/or printed material that may belong to members of the B.A.S.H. Family Reunion, and, subject to the direction of the President, shall have control of access to said items.

## WEBMASTER

1. Shall be responsible for maintaining the official B.A.S.H. Family Reunion website which is accessed at the following web address: <https://www.bashfamilyreunion.com/>.
2. Shall be the primary contact for all aspects of the organizations website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the company.
3. Shall have access to the content manager and safeguard login credentials.
4. Shall attend B.A.S.H. meetings as required and give a report on website related matters.
5. Shall publish meeting minutes and any other required organizational records as deemed appropriate by the Executive Board or B.A.S.H. assembly.
6. If applicable, shall make sure that online registrations and payments are secure and function within appropriate parameters.

## SOCIAL MEDIA ADMINISTRATOR

1. Shall be the lead administrator for the B.A.S.H. Family Reunion Facebook Group and shall moderate postings, membership requests, and group etiquette.
2. Shall create content, compile campaigns, and guide the organization on how to increase community engagement.
3. Shall engage with the B.A.S.H. Facebook community to answer questions and foster conversations.
4. Shall post content that informs the community of B.A.S.H. activities such as meetings, reunion details, registration logistics, and matters pertaining to B.A.S.H. family members and pertinent announcements.

## NEWSLETTER EDITOR

1. Shall check with all Area Chairs and/or Co-Chairs to obtain their input prior to publishing the newsletter.
2. Shall review and verify information collected for accuracy.
3. Shall work with Secretary and President to ensure that names, addresses, phone numbers, birth, death and anniversary data is correct and incorporated into the B.A.S.H assembly's official records.
4. Shall have access to a computer and software capable of generating a formatted newsletter.
5. Shall have excellent written communication skills and the ability to organize clear and engaging content for the general membership.
6. Shall prepare a newsletter which shall be made available to all members of the B.A.S.H assembly on a quarterly basis, or as directed by the President.
7. Shall forward the newsletter in digital format to the Social Media Administrator for posting to the B.A.S.H. Facebook Group.
8. Shall forward the newsletter in digital format to the Webmaster for publishing to the B.A.S.H. Family Reunion website.
9. Shall forward the newsletter in digital format to the Secretary for emailing to all members listed in the B.A.S.H. Family Reunion directory.