



SOCAP International Board Position Descriptions

Board of Directors: The **Board of Directors** shall consist of the Board Chair, the Board Chair-Elect, the Secretary, the Treasurer, the Immediate Past Chair, the President/CEO of SOCAP, and not less than twelve (12) but not more than fifteen (15) members of SOCAP.

The Elected Officers of SOCAP shall consist of a Chair, a Chair-Elect, a Secretary, a Treasurer, and an Immediate Past Chair who are elected by the members at the Annual Meeting of SOCAP, except for the Chair-Elect, who automatically assumes the position of Chair and Immediate Past Chair. Each elected Officer shall take office on the January 01, immediately following the Annual Meeting at which he/she was elected and shall service a one (1) year term. Each elected Officer shall serve concurrently as a member of the **Board of Directors** and a member of the **Executive Committee**.

The **Board of Directors** shall have supervision and control of the affairs of SOCAP, its committees, and publications. The Board of Directors shall determine policies and supervise the disbursement of SOCAP funds. Board of Directors will serve a three (3) year term. All Board of Directors must be current members of SOCAP. Any elected Board of Director absent from three (3) consecutive meetings of the Board of Directors shall automatically vacate that seat on the Board of Directors.

Effective SOCAP Board members will:

- Abide by the Board Code of Conduct policy;
- Sign and abide by the Conflict of Interest and Confidentiality Agreements annually;
- Maintain a working knowledge of the affairs, policies, and activities of SOCAP;
- Prepare for, attend, and actively participate all Board of Directors meetings and conference calls;
- Express their opinion during board discussions and debates, and speak with one voice regarding final decision by the Board of Directors;
- Actively lead and engage in SOCAP operating committees (as elected or appointed), task forces and other activities as required to execute the SOCAP Vision, Mission and strategic plans;
- Support SOCAP on their personal social media channels and professional networks;
- Relentlessly build membership and attendance, and pass leads for speakers, members, exhibitors, and sponsors onto the staff;
- Attend Symposium and other SOCAP events in person whenever possible;
- Solicit their company's sponsorship and endorsement of SOCAP programs and events;
- Leverage their membership benefits and SOCAP programs for the professional development of their subordinates, co-workers, and professional colleagues;
- Professionally and enthusiastically advocate, support, and enhance SOCAP's public image and the image of the consumer affairs industry professionals.



Board Chair: The **Board Chair** shall communicate to all members. The **Board Chair** shall perform whatever duties that may be necessary to carry out the affairs of the **Office of the Chair** or as may be prescribed by the Board of Directors. The **Board Chair**, with the approval of the Board of Directors, shall appoint committees, subcommittees, task forces and/or ad hoc committees, as are necessary and which are not in conflict with other provisions of the Bylaws. The **Board Chair** shall perform such other duties as are incidental to the office.

Responsibilities:

- Presides at all meetings of the Board of Directors and Executive Committee, in person or virtual.
- Sets the agenda for Board and Executive Meetings.
- Sets overall strategic plan and direction of Organization
- Serves as Chair of Executive Committee
- Nominates three Directors to add to the Executive Committee for their year and seek approval from the Board.
- Is visible and accessible to members through letters, signed certificates and Board Chair message in organization communications.
- Represents Organization at outside functions, as needed
- Selects July Board meeting location and date in collaboration with the President.
- Has signing authority on SOCAP Bank Account
- Approves SOCAP President/CEO's Expense Reports.
- Conducts Annual Performance Review for CEO
- Serves as Immediate Past Chair after Chair term ends.

Chair-Elect: The **Board Chair-Elect** shall be responsible for such duties as assigned by the **Board Chair**. The **Board Chair-Elect** shall perform the duties of the **Board Chair** in the event of the Board Chair's inability to serve. The **Board Chair-Elect** is a member of the Board of Directors. The **Board Chair-Elect** has other powers and performs such duties as requested by the Board Chair or by the Board of Directors.

Responsibilities:

- Assists the Board Chair as needed
- Prepares to assume the Board Chair at the conclusion of the year as Board Chair-Elect.
- Serves on Executive Committee
- Serves on the Nominating Committee
- Attends Executive Committee and National Board Meetings
- Facilitates the First Timer/New Member orientation event at Fall symposium
- Delivers the New Board Member orientation at the Fall board meeting
- Presents next year's priorities to the membership during the annual Fall business meeting



Board Secretary: The **Secretary** shall be responsible for the proper recording of proceedings of meetings of SOCAP, the Board of Directors, and Executive Committee Meetings. The **Secretary** shall, in general, perform all duties incidental to the office of the **Secretary**. The **Secretary** shall also maintain all past history of the Board and represent the Organization as the **Historian**.

Responsibilities:

- Keeps accurate minutes of all Board and Executive Committee meetings
- Sends copies of minutes to the SOCAP office and each board member
- Assists with official correspondence
- Serves on Executive Committee
- Attends Executive Committee and National Board Meetings
- Chairs the Governance Committee
- Other functions as requested by the President

Board Treasurer: The **Board Treasurer** shall be responsible for the proper collection and documentation for all member dues and fees, for establishing accounting procedures for handling of SOCAP funds and for keeping funds in whatever banks, trust companies and investments as are approved by the SOCAP Board of Directors. The **Board Treasurer** shall report periodically to the Board of Directors SOCAP's financial affairs and shall make financial report to the membership at the Annual Business Meeting.

Responsibilities:

- Serves as Chair of Finance Committee
- Nominates five members to serve on the finance committee and seeks approval from the Board
- Takes Minutes at all Finance Committee meetings and submits to the Secretary for history.
- Coordinates with the President, CFO/CPA to ensure proper financial records are kept, updated, and balanced.
- Ensures adequate controls are in place and transparent & effective reporting occurs for all of SOCAP's finances.
- Informs the Board of the Organization's financial status, reporting at least a quarterly and year-to-date basis.
- Helps to formulate goals and ideas for the financial benefit of SOCAP.
- Assists with the development of pricing structure for membership, exhibitors, sponsors, and other revenue generating programs.
- Prepares the annual report for SOCAP to deliver to the membership at the Fall annual business meeting
- Serves on Executive Committee
- Attends Executive Committee and National Board Meetings
- Has signing authority on SOCAP Bank Account
- Works with CEO to develop annual budget for submission & approval of Board



Immediate Past Chair: The **Immediate Past Chair**, is the most recent Chair of the SOCAP Board of Directors. The **Immediate Past Chair** shall serve as an advisor to the Board of Directors and provide continuity and support the Chair in leadership development. The **Immediate Past Chair** will serve as the chair of the Nominating Committee.

Responsibilities

- Ensures a smooth transition to the newly elected Board Chair
- Assists with the training of new Board Officers and members
- Attends Executive Committee and National Board Meetings
- Serves on Executive Committee
- Assists the Chair and Board with other projects and activities as needed
- Serves as the Nominating Committee Chair and facilitates the annual election process
 - Selects no less than 6 committee members to include the Chair Elect and seek approval from the Board.
 - Collaborates with the CEO and staff to execute the solicitation of nominees for vacant Board seats and Officer roles
 - Leads Committee to evaluate all nominees and determine a slate for vacant positions and Board Officers
 - Presents the slate to the Board for approval at the Summer Board Meeting
 - Presents the candidate slate to the membership no later than 60 days before election
 - Presents the slate to the Membership during the Annual Business meeting in the Fall and conducts the elections procedure

Executive Committee: The **Executive Committee** may act in place and instead of the Board of Directors between Board Meetings on all matters except those specifically reserved to the Board of Directors by law, by the Bylaws, or by Articles of Incorporation. Actions of the Executive Committee shall be reported to the Board of Directors for ratification by mail or at the next Board Meeting.

The **Executive Committee** shall consist of the Officers, together with three (3) Directors nominated by the Board Chair and approved by the Board of Directors for a one-year term. The Board Chair shall chair this committee.