



GMIS International Executive Board – Officer Duties

President

- Schedule, organize and conduct all meetings.
- Act as the spokesman for GMIS International.
- Appoint committees as required.

First Vice-President / President-Elect

- Assume the responsibilities of the President in his / her absence.
- Perform such functions as assigned by the President.

Secretary-Treasurer

- Serve as the Chair of the Finance Committee.
- Oversee the establishment of Bank accounts.
- Oversee establishment of authorized signatories, including treasurer, Executive Director and another board member.
- Oversee payment of bills and depositing of funds as authorized by the Executive Board.
- Invest idle funds.
- Prepare periodic and annual financial reports for the Executive Board.
- Oversee the preparation and filing of necessary tax forms and information required by the IRS.
- Oversee the preparation of a yearly audit or financial review as determined by the Executive Board.
- Perform such functions as assigned by the President.

International Director

- Serve as the Chair of the International Committee.
- Coordinate international matters pertaining to the development and preservation of the association of GMIS International with similar organizations worldwide.
- Act as a liaison for international delegate exchanges.
- With Board approval, establish Joint Cooperation Agreements and Delegate Exchange Agreements with similar organizations worldwide.
- Advise the GMIS International Executive Board and Members concerning delegate exchanges, diplomacy and cultural considerations.
- Regularly report to the GMIS International Executive Board the status of all joint international projects and / or initiatives.
- Appoint committees to assist with international projects and delegate exchanges.



Membership Director

- Serve as the Chair of the Membership Committee.
- Provide assistance and support to all GMIS International state chapters.
- Seek out potential new members and coordinate development of new state chapters.
- Provide assistance and support to strengthen state chapters as needed.
- Provide regular reports through GMIS International publications on state chapter activities.
- Act as a liaison between State Chapter Organizations, Associate Organizations and GMIS International.

Marketing Director

- Serve as the Chair of the Marketing Committee.
- Oversee and direct development of marketing materials for GMIS programs.
- Serve on GMIS Committees as a liaison to the Marketing Committee.
- Oversee maintenance of the GMIS Website
- Oversee production of the GMIS GEM Newsletter

Conference Director

- Serve as the Chair of the Conference Committee
- Organize and manage the conduct of the Annual International Educational Conference in accordance with the GMIS international Conference Guidelines, and the Executive Board.
- Secure sites for future GMIS international Conferences.
- Work with conference committees to provide support in planning activities
- Act as a liaison between conference management company and GMIS International.

Vendor Relations Director

- Serve as the Chair of the Vendor Relations Committee.
- Organize and manage the recruitment of sponsors and exhibitors for the annual conference.
- Oversee and manage the recruitment of Corporate Members
- Review and approve the sponsorship package for the annual conference
- Serve as a liaison to other committees as needed.

Past President

- Serve as Chair of the Nominating Committee.
- Provide counsel and advice to the Executive Board.
- Provide data to the media in the area of public relations.
- Encourage members to carry on a continuing program of public relations for the organization and its goals.
- Perform such functions as assigned by the President.