



Executive Board Duties

Executive Board Members – President, Past President, President Elect, Secretary, Treasurer, Historian

- Work with membership to plan for the following year's conference dates and locations
- Contribute to Executive Board decisions
- Review minutes of each meeting prior to sending to membership and website

President Elect – One Year Term (year 1)

- Facilitate/provide physical/virtual question box as noted on agenda for quarterly meetings
- Arrange for warm-up/ice breaker for quarterly meetings
- Responsible for host college gratuity gift (~\$25.00 each quarter) and honors plaque to President
- Assist Student Services Commission (WSSSC) liaison with quarterly reports for WSSSC

President – One Year Term (year 2)

- Chair ARC Executive Board and ARC meetings
- Create and coordinate meeting agendas for fall, winter and spring meetings
- ARC liaison with SBCTC and WSAC
- Facilitate ARC work plan/goals with WSSSC
- Coordinate with Student Services Commission (WSSSC) liaison (e.g., college attendance, ARC requests, etc.)

Past President – One Year Term (year 3)

- Mentor the President with ARC policies and procedures
- Recruit new incoming Executive Board members
- ARC liaison with four-year institutions

Secretary – Two Year Term

- Transcribe minutes for meetings (general and Executive Board)
- Provide general meeting minutes to Executive Board for review prior to publication
- Coordinate with Treasurer to include Treasurer's report in meeting minutes
- Prepare general meeting minutes (including Treasurer's report)
- Send Executive Board meeting minutes to Executive Board members for reference (not published)

Treasurer – Two Year Term

- ARC liaison with host colleges for meeting coordination (refer to planning sheet; e.g., catering, hotel, etc.)
- Maintain online meeting registration (e.g., Eventbrite)
- Provide conference sign-in sheets and name tags
- Monitor budget and provide quarterly reports to membership (report expenditures and incoming amounts)
- Send quarterly Treasurer's report to Secretary to be included with minutes
- Provide college attendance list after each meeting to ARC President



Historian – Appointed by President

- Welcome and invite new members to brown bag lunch
- Provide Historian's report
- Parliamentarian resource when there are voting questions
- Responsible for honors plaque to President, gifts/honors for retirees, and other honorable mentions

Technology & Communications Officer – Appointed by the President

- Serve as the point of contact with SBCTC webpage manager to maintain ARC web materials and ensure website information is current and accurate (e.g., meeting minutes, agendas, and meeting information)
- Submit updates to ARC leadership team lists on ARC webpage as changes occur
- Coordinate and promote the usage of technology tools used by ARC to collaborate between meetings, including listservs, chat tools, etc. Provide technical support to ensure all members have access
- Maintain membership list by updating upon request or reminding membership to update
- Send out meeting information to membership and assist members in accessing hybrid meetings
- Monitor virtual activity during hybrid ARC meetings to ensure online attendees can fully participate in conversations and activities (e.g., read chat comments to the group, call on those with virtual hand up to speak, manage breakout rooms)