

**HANDBELL MUSICIANS OF AMERICA,  
AREA 9 POLICIES AND PROCEDURES DOCUMENT  
BOARD OF DIRECTORS POSITION DESCRIPTIONS**

Duties for each of the elected officers and appointed members shall include but not be limited to the responsibilities below.

**EXPECTATIONS FOR ALL BOARD MEMBERS**

1. Actively take responsibility for locating underserved handbell ensembles and unused equipment in Area 9 and encourage participation by all ensembles and individuals in Area events by hosting and/or attending 2. Serve as needed for local events 3. Be aware of educational needs of the Area which the Board might assist with or meet 4. Recommend event site locations to the Board and assist as needed in carrying out events 5. Assist with Area festivals and conferences, event planning, and leadership as needed 6. Actively assist Membership Chair to recruit, track, and follow up with members 7. Identify persons to the Board who might serve as mentors within the Area 8. Identify persons to the Board who might serve as future Board members 9. Attend all Board meetings in accordance with the Bylaws 10. Near the end of the Board member's term of office and no later than October 15 of that year all items of value (such as but not limited to chimes) and original documents (such as corporate documents, checkbooks, and the like) in the Board member's possession will be transferred as directed by the Chair, including by mail, delivery service, or in person when possible. Any costs of postage, shipping, and insurance (required for anything of value) will be reimbursed to the Board member in accordance with Expense Reimbursement procedures. 11. Identify exhibitors and vendors to the Board who might participate in Area events 12. Comply with all terms relevant to the Board member as provided in the Bylaws and all Policies and Procedures Documents 13. Other duties as assigned

**CHAIR (ELECTED)**

1. Appoint individuals to open positions on the Board 2. Set up Board meetings, send notices to Board members, and preside at Board meetings 3. Serve as chair or appoint chairs for events 4. Attend Area leadership and National Seminars and meetings as available 5. Recommend Nominating Committee members and appoint other committees as needed 6. Prepare or delegate preparation of all contracts and agreements 7. Review all contracts and agreements with Chair-elect, Treasurer, and Financial Advisor 8. Actively monitor finances 9. Sign and file either personally or through appointed board members the documents necessary to maintain the status of the nonprofit corporation 10. Receive and approve endorsed event applications 11. Approve Board members' requests for reimbursement 12. Collaborate with Education Chair to set up festival and conference classes 13. Ensure that all necessary committees and task forces are established. Chair will serve (or appoint a board member to serve) on each committee. 14. Oversee a review of the Bylaws with the Board at least once per two-year cycle to assure that Board members remain familiar with the terms of the Bylaws.

**CHAIR-ELECT (ELECTED)**

1. Assist in festival and conference site arrangements, including classrooms and massed ringing space 2. Attend Area leadership and national meetings as available or as delegated 3. Attend other National Board meetings as designated by Chair 4. Serve as Chair of Scholarship Committee 5. Preside in absence of Chair 6. Review all contracts and agreements with Chair, Treasurer, and Financial Advisor

**SECRETARY (ELECTED)**

1. Take and transcribe accurate minutes of each meeting of the Board or Executive Committee, whether held in person, by video conference, by teleconference, or by electronic means, including email; upload the minutes to the Board's shared drive and publish a copy to the Board via email within 20 days of each meeting 2. Maintain Book of Motions

**TREASURER (ELECTED)**

1. Comply with all terms relevant to Treasurer as provided in the Bylaws and all Policies and Procedures Document 2. Participate in a review of the financial records at the end of each term 3. Serve as Registrar for all Area events 4. Review all contracts and agreements with Chair, Chair-elect, and Financial Advisor 5. Make deposits timely and forward supporting details to Financial Advisor 6. Review monthly financial reports prepared by Financial Advisor to insure accuracy and inclusion of all matters known to Treasurer 7. Pay bills timely and approved expenses after approval 8. Maintain copies of financial records of receipts and expenses 9. Track Area events to insure all payments are received 10. Work with Publications Chair to insure invoices are properly issued for newsletter ads

**FINANCIAL ADVISOR (APPOINTED OR RETAINED)**

1. Prepare budgets for Area events as provided in the Financial Matters Policies and Procedures document 2. Complete endorsement paperwork for Area sponsored events 3. Balance checking account on a monthly basis 4. Review all contracts and agreements with Chair and Chair-elect 5. Provide financial reports, including the bank statement reconciliation, to Treasurer on a monthly basis for review 6. Prepare financial reports for Board meetings 7. Prepare tax returns on an annual basis, including any Form 1099-MISC and any other required tax forms.

**PAST-CHAIR (ELECTED)**

1. Serve as an Advisor to the Board, its officers, and its members as needed 2. Assist in festivals and conferences, seminar planning, and leadership