



TACHE President
One-Year Term
Primary Duties and Responsibilities

	General Duties	Contact/Coordination With	Timeline/Due Date
1	Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv	Executive Committee TACHE members	Ongoing
2	Review By-Laws, procedures, and processes for improvements; submit recommendations for improved Alliance services to its members	Executive Committee Committee Chairs	Ongoing
3	Serve on Program Committee to develop conference topics, speakers, provide assistance, etc. and assist in securing conference sponsorships	Executive Committee Program Committee Conference Sponsorship Committee	March/April-November
4	Serve on Budget Committee to assist in the development of the Alliance's annual budget and secure Executive Committee approval	Chair, Budget Committee Executive Committee	April
	<u>Specific Responsibilities</u>		
5	Chair the Executive Committee to conduct the business of the Alliance; prepare agenda, inform members of meeting date(s)	Officers, Regional Directors, Chair, Budget Committee	Annual business meeting and called meetings
6	Appoint Committee Chairs and Committee members and secure approval from Executive Committee; inform chairs of appointments and membership	TACHE members, Historian, Past President, Executive Committee	Upon taking office, NLT December
7	Provide leadership role of active support for the mission of the Alliance and seek means to enhance awareness of the contributions of continuing educators and commitment of adult learners throughout the state	Executive Committee Committee Chairs TACHE members State officials Governing Boards	Ongoing
8	Schedule the Spring Planning Meeting, secure site, arrange for meals & accommodations, inform Executive Committee and Program Chair Submit conference theme to Conference Planning Committee	Executive Committee Chair, Program Planning Committee	March-May
9	Prepare President's message for <i>TACHE Newsline</i>	Chair, Information & Publications Committee	Date set by chair, three times a year
10	Ascertain need for and acquire approval for establishment of ad hoc or other standing committees for specific Alliance Tasks	Executive Committee	Ongoing
11	Maintain regular contact with Regional Directors; determine date(s) of regional meetings; ensure election of new Regional Directors; attend regional meetings when possible	Senior Regional Directors Junior Regional Directors	Ongoing Summer

12	Maintain regular contact with Committee Chairs to determine status of committee work; assist where necessary	Committee Chairs	Ongoing
13	Send general announcement to membership about upcoming Fall conference	Chair, Program Committee	August-September
14	Inform new Regional Directors of attendance at Executive Committee Meeting during annual conference	Senior Regional Directors Executive Committee Chair, Program Committee	November
15	Inform membership of slate of officers for new year	TACHE members Chair, Membership Committee	30-days prior to November conference
16	Host/Open the Annual Conference	Executive Committee Chair, Program Committee	November
17	Chair the Annual Business Meeting, set agenda, advise appropriate officers/chairs, etc.	Executive Committee	November
18	Assist in welcoming Newcomers and Past Presidents at Conference Breakfasts	Executive Committee Chair, Program Committee	November



TACHE President-Elect
One-Year Term
Primary Duties and Responsibilities

	General Duties	Contact/Coordination With	Timeline/Due Date
1	Serve on Executive Committee to conduct the business of the Alliance	Officers, Regional Directors, Chair, Budget Committee	Annual business meeting and called meetings
2	Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv	Executive Committee TACHE members	Ongoing
3	Review By-Laws, procedures and processes for improvements; submit recommendations for improved Alliance services to its members	Executive Committee Committee Chairs	Ongoing
	<u>Specific Responsibilities</u>		
4	Chair Program Committee to plan, organize, schedule the Annual Conference	Executive Committee & Program Committee	March/April – November
5	Handle/delegate all Annual Conference Details: Confirmation of Speakers AV Needs Meals/Breaks/Receptions Accommodations/Lodging Meeting Rooms/Set Up Signage Brochure Evaluations Travel needs of speakers Conference Agenda Registration Staffing Packet Preparation Door Prizes/Goodie Bags Etc.	Executive Committee Program Committee	March /April – November Primary work load October - November
6	Submit conference budget information and conference fee proposals	Executive Committee Chair, Budget Committee	March-April
7	Submit request for general announcement to be sent to total Membership about upcoming Conference	President	August - September
8	Ensure identification of annual conference site two-three years out	Executive Committee	NLT Annual Conference
9	Assist in securing conference sponsorships	Chair, Conference Sponsorships Committee	NLT November



TACHE Vice-President
One-Year Term
Primary Duties and Responsibilities

	General Duties	Contact/Coordination With	Timeline/Due Date
1	Serve on Executive Committee to conduct business of the Alliance	Officers Regional Directors Chair, Budget Committee	Annual business meeting and called meetings
2	Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv	Executive Committee TACHE members	Ongoing
3	Review By-Laws, procedures and processes for improvements; submit recommendations for improved Alliance services to its members	Executive Committee Committee Chairs	Ongoing
	<u>Specific Responsibilities</u>		
4	Serve as “co-chair” of the Program Committee to plan, organize, schedule the Annual Conference	Chair, Program Committee	March/April – November
5	Host the Newcomer’s Breakfast at the Annual Conference; send letter to newcomers 7-10 days prior to event	Executive Secretary/Treasurer	November
6	Update the TACHE Officers/ Committee Chairs Handbook for distribution at Annual Business Meeting	Officers Committee Chairs Regional Directors	



**TACHE Immediate Past
President
One-Year Term
Primary Duties and Responsibilities**

	General Duties	Contact/Coordination With	Timeline/Due Date
1	Serve on the Executive Committee to conduct the business of the Alliance	Officers Regional Directors Chair, Budget Committee	Annual business meeting and called meetings
2	Serve on the Budget Committee to assist in the development of the Alliance's annual operating and conference budget	Executive Committee Chair, Budget Committee	March, April, May
3	Serve on the Program Committee to develop conference topics, speakers, provide assistance, etc. and assist in securing conference sponsorships	Executive Committee Program Committee Conference Sponsorship Committee	March /April– November
4	Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv	Executive Committee TACHE members	Ongoing
5	Review By-Laws, procedures and processes for improvements; submit recommendations for improved Alliance services to its members	Executive Committee Committee Chairs	Ongoing
	<u>Specific Responsibilities</u>		
6	Host the annual Past Presidents' Breakfast; send letter prior to annual conference	Chair, Program Committee	November
7	Chair the Nominations Committee to identify new slate of officers	Executive Committee Past President Committee members Historian	Submit to President 60 days prior to Annual Conference



**TACHE Executive
Secretary/Treasurer
Three-Year Term
Primary Duties and Responsibilities**

	General Duties	Contact/Coordination With	Timeline/Due Date
1	Serve on the Executive Committee to conduct the business of the Alliance	Officers Regional Directors Chair, Budget Committee	Annual business meeting and called meetings
2	Serve on the Program Committee to develop conference topics, speakers, provide assistance, etc. and assist in securing conference sponsorships	Executive Committee Program Committee Conference Sponsorships Committee	April - November
3	Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv	Executive Committee TACHE members	Ongoing
4	Review By-Laws, procedures and processes for improvements; submit recommendations for improved Alliance services to its members	Executive Committee Committee Chairs	Ongoing
	<u>Executive Secretary Responsibilities</u>		
5	Record minutes at Executive Committee Meetings and General Business Meetings	Executive Committee Committee Chairs Membership	Annual business meeting and called meetings
6	Archive all documents related to the organization's structure and operation	Executive Committee Committee Chairs Membership Historian	Ongoing
7	Maintain records related to membership	Chair, Membership Committee Membership	Ongoing
8	Provide assistance to Alliance Committees	Executive Committee Committee Chairs	Ongoing
	<u>Treasurer Responsibilities</u>		
9	Maintain all financial records for the Alliance	Executive Committee	Ongoing
10	Report all financial transactions and financial status of the Alliance	Executive Committee Membership	Ongoing Executive Committee Meetings Business Meeting
11	Manage accounts receivable and accounts payable activities on behalf of the Alliance	Executive Committee Committee Chairs Membership	Ongoing Executive Committee Meeting Business Meeting
12	Provide assistance to Alliance Committees	Executive Committee Committee Chairs	Ongoing



TACHE Historian
Three-Year Term
Primary Duties and Responsibilities

	General Duties	Contact/Coordination With	Timeline/Due Date
1	Serve on Executive Committee to conduct the business of the Alliance	Officers Regional Directors Chair, Budget Committee	Annual business meeting and called meetings
2	Serve on the Awards Committee to provide historical information about awards and members' service, etc.	Chair, Awards Committee	Awards determined prior to November conference
3	Serve on Program Committee and assist with conference topics, speakers, etc.	Executive Committee Chair, Program Committee	March/April- November
4	Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv	Executive Committee TACHE members	Ongoing
5	Review By-Laws, procedures and processes for improvements; submit recommendations for improved Alliance services to its members	Executive Committee Committee Chairs	Ongoing
	<u>Specific Responsibilities</u>		
6	Update TACHE historical information , president's biographical data, list of officers, regional directors, committee chairs, members, etc.	Executive Committee Committee Chairs	Annually upon completion of President's term of office
7	Archive TACHE historical files/documents/information	Executive Committee, Committee Chairs, members	Annually