



AAFES RETIRED EMPLOYEES ASSOCIATION

P.O. BOX 380614 — DUNCANVILLE, TX 75138-0614

April, 2006

AREA BOARD AND BOARD MEMBER RESPONSIBILITIES

I. BOARD RESPONSIBILITIES

1. Monitor all AREA elements for adherence to AREA constitution;
2. Establish operating policies and procedures in accordance with AREA constitution;
3. Prepare annual budgets and establish member dues necessary to meet budgets;
4. Promote chapter proliferation and issue chapter charters to member groups;
5. Publish quarterly Newsletter;
6. Submit annual reports to members in the July Newsletter;
7. Promote AREA and chapter membership;
8. Maintain lines of communication between the Board, members, chapters, AAFES, and the community;
9. Administer and promote the Scholarship, Community Service and Emergency Relief Fund;
10. Publish Membership Directories;
11. Insure the safety and security of all AREA funds and assets;
12. Maintain the AREA specific website, www.aafes.com/area;
13. Annually review AREA's objectives for future growth.

II. BOARD MEMBERS

- Voting members elected by the membership are referred to as Officers of the Association. They are the AREA President, President-Elect, Secretary and Treasurer.
- Voting members appointed by the president. They are Membership Director, Information Director and three Members –at-Large. These 5 members + the 4 members elected by the membership are referred to as the Executive Officers of the Association.
- Non-Voting members appointed by the president are Legal Advisor, Auditor, Financial/Insurance Advisor, VEBE Trustee, and Chairpersons of these committees: Scholarship, Community Service and Emergency Relief. These appointees + the nine voting members above are referred to the Executive Board.

III. BOARD MEMBER RESPONSIBILITIES

- President responsibilities include...
 1. Provide guidance and direction to AREA activities;
 2. Select members to serve in appointed positions;
 3. Schedule and conduct Board meetings at least quarterly;
 4. Ensure the material on the website is current;

5. Communicate individually with chapter presidents as appropriate. i.e., assuming or relinquishing office, problems requiring attention, etc.;
6. Assure adherence to Constitution, Bylaws and policy/procedures;
7. Set objectives for future growth.

➤ President-Elect responsibilities include...

1. Become familiar with Board members' responsibilities;
2. Become familiar with the website History File and other AREA background material;
3. Assist President and other Board members on specific projects;
4. Keep current on Community Relations;
5. Assume office and duties in absence of President;
6. Assume presidency of the organization upon retirement of the incumbent president.

➤ Secretary responsibilities include...

1. Recorder and historian of AREA activities, except for the Newsletter;
2. Record minutes of Executive Board. Distributes copies;
3. Prepare correspondence for President as needed;
4. Assist in updating the History file;
5. Maintain inventory of supplies.

➤ Treasurer responsibilities include...

1. Record and maintain AREA financial transactions;
2. Deposit all receipts;
3. Disburse checks upon receipt of properly documented invoices;
4. Draft annual expense budget for approval of Board;
5. Maintain the books of account;
6. Coordinate and implement the investment program with the Financial/Insurance Advisor;
7. Prepare quarterly Income and Expense reports and Balance Sheets for AREA, Emergency Relief and Scholarship Program;
8. Submit end-of-year final reports and supporting data for audit;
9. Summarize AREA financial results and status of operations for posting on the website annually on July 1st;
10. When deemed necessary, recommend changes to improve AREA accounting procedures to Board;
11. Report annually on adequacy of reserves.

➤ Membership Director responsibilities include...

1. Monitor AREA and chapter membership records;
2. Maintain AREA membership data base;
3. Maintain scholarship donations data base;
4. Forward dues checks to Treasurer indicating scholarship donations or year's dues paid for each member;
5. Send scholarship chairman listing of scholarship donors and amount, as received;
6. Send welcome letters and packets to new members;
7. Provide chapters with membership applications;
8. Research and resolve discrepancies that arise over data base entries and dues payments.

- Information Director responsibilities include...
 1. Develop and execute/coordinate on publications and other information about AREA and its chapters;
 2. Editor of the Newsletter and Membership Directory;
 3. Maintain historical records for publications and other information material;
 4. Coordination of publicity on the website, and with the community, the Exchange Post, and other sources.

- Auditor responsibilities include...
 1. Audit AREA financial records annually;
 2. Audit AREA financial reports according to accepted audit procedures;
 3. Audit transactions and reports of:
 - a. AREA dues and other income and administrative expenses;
 - b. Scholarship Fund donations, investment returns, and grants awarded;
 - c. Emergency Relief Fund.
 4. Report in writing to Executive Board upon completion of audits:
 - a. Accuracy of records;
 - b. Any irregularities;
 - c. Effectiveness of security of monies;
 - d. Any recommended procedural changes.

- Financial/Insurance Advisor responsibilities include...
 1. Provide financial advice to board;
 2. Periodically review, with Treasurer, the amount of cash on hand and amount needed for immediate future expenses;
 3. Jointly recommend moving excess monies from checking account into more lucrative areas;
 4. Ensure that investment decisions are based upon minimum risk and reasonable return;
 5. Advise and recommend to the Board any insurance requirements.

- AREA VEBA Trustee responsibilities include...
 1. Serve as the AREA representative on the Voluntary Employee Beneficiary Association (VEBA) at HQ, AAFES;
 2. Attend HQ meetings;
 3. Keep the Board and membership informed of benefit discussions and changes.

- Legal Advisor responsibilities include...
 1. Provide legal assistance to AREA elements;
 2. Review all proposed contracts that AREA desires to enter into;
 3. Provide legal advice to Board and chapters;
 4. Recommend appropriate legal counsel in major matters of litigation.

- Scholarship Committee responsibilities include...
 1. Direct the activities of the Scholarship program;
 2. Appointed chairperson will select 5 other committee members;
 3. Recommend procedural changes to Board for approval;

4. Advise Board of committee make-up;
5. Acknowledge donations and send memorial cards, when requested,
6. Provide promotional material for website, Newsletters and Exchange Post;
7. Recommend number and amount of grants to Board annually;
8. Assure privacy of nominee names from all but Chairperson;
9. Provide Board with names of grant winners in May;
10. Notify all nominees thru the AREA President of results after winners are announced;
11. Provide Exchange Post of results for article in the July Post.

➤ Community Service Committee responsibilities include...

1. Promote and monitor community service activities;
2. Appointed chairperson will select at least two other committee members;
3. Recommend procedural changes to the board for approval;
4. Promote program to chapters, members and AAFES Associates through the website, Newsletter, Exchange Post and correspondence;
5. During April, review and evaluate nominees and select those worthy of recognition;
6. Send a certificate of appreciation to each person or group being recognized;
7. Announce recipients in the Newsletter and Post.

➤ Emergency Relief Fund responsibilities include...

1. Oversee establishment and execution of relief funds;
2. Coordinate with AAFES-HR on establishment of funds;
3. Promote to chapters, members and AAFES Associates through various publication media;
4. Ensure that all funds are accounted for.