

Board or TEEA President-Appointed Positions

Chapter 10

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Duties and Responsibilities of *The TEEA Messenger* Editor

1. The Editor will publish the address where articles and subscriptions will be mailed.
2. The purpose of *The TEEA Messenger* shall be to promote and report the work of TEEA by printing the following:
 - a condensed Executive Committee report;
 - a condensed Board meeting report;
 - Education Committee Chairs' articles;
 - leadership report;
 - Alumnae Committee report;
 - an article from each Executive officer;
 - a short editorial comment written by the Editor;
 - an annual conference issue with conference program information and a map of the host city;
 - a list of winners of grants and scholarships;
 - the name and address of the Resolution Committee Chair, and information on how to write a resolution;
 - deadlines for each issue of *The TEEA Messenger*; and
 - the name and address of TEEA Manual Chair, with an invitation to members to send suggestions for needed changes.
6. The Editor will prepare a post-conference press release for publishing in hometown papers. The Editor must furnish 300 copies of the post-conference press release for delegate-training packets.
7. The Editor has the option to attend the Fall and Spring Board Meetings.
8. The Editor is Historian and Public Relations Coordinator. Upon completion of the term, the Editor will bind a complete set of the issues published during the term and transfer all funds and records to her successor at the Post-Conference Board meeting.

Duties and Responsibilities of the 990 Consultant

1. The President will appoint a 990 Consultant as a non-voting member of the TEEA Board of Directors.
2. Submit an updated EIN Master List to the IRS annually.
3. Request from the IRS EINs for new clubs and report invalid EINs to the IRS on Clubs that have dissolved.
4. Responsible for resolving EIN issues with the IRS for existing clubs and counties and report back findings.
5. Work with the District Directors to correct any 990 problems.
6. Attend the All Board Meetings.

Duties and Responsibilities of the State Parliamentarian

1. Appointed by the TEEA President.
2. Serves without vote.
3. Advises the TEEA President on parliamentary matters as requested.
4. Serves as consultant to the Executive Committee, the State Board, and Standing Committees as needed.
5. Operates under contract with TEEA, Inc.

Duties and Responsibilities of the Certified Volunteer Units (CVU) Chair

The CVU Chair is appointed by the TEEA President from a current TEEA Board member.

1. Receive CVU books from members.
2. Provide a free replacement CVU book to those members at the State Conference.
3. Record the number of hours turned in by each participating member each year.
4. Certificates will be awarded for the exact number of hours submitted each year.
5. Record certificates given.
6. Print out each certificate with the member's name and hours of service. Send certificates to the TEEA President to sign. The CVU Chair also signs each certificate.
7. Certificates will be presented at the State Conference.
8. Send the CVU report to the TEEA President. Keep a copy to use at the State Conference and to file.
9. Prepare a report to give at the State Conference, which includes the names, hours, and District.
10. Bring new CVU books to sell at the State Conference.

Duties and Responsibilities of the Name Badge Chair

A Name Badge Chair is a member of the TEEA Board of Directors and is appointed by the TEEA President.

Name badges are for identification of members and will have the association's name, member's name, member's position, county, and district number on it.

The duties of the Name Badge Chair are:

1. Receive orders for name badges from members of TEEA.
2. Send a compiled order quarterly to the manufacturer. Orders will be placed November 15, February 15, May 15, and August 15. Requests must be received by Name Badge Chair by the 14th of these months.
3. Forward all money promptly to the TEEA Treasurer with a remittance slip.
4. All bills are paid by the TEEA Treasurer.