



HATS Board of Directors Roles and Responsibilities

The following roles and responsibilities are the HATS Board of Director positions that have been declared in the HATS By-Laws. These roles and responsibilities can be changed with a vote by the board to best meet the needs of HATS.

President

Presides over HATS Board and meetings. Works with member organizations and stakeholders to further HATS's mission. Influences how the board uses its time, the selection of board members, and its future leadership. Expected to review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan. Acts as a spokesperson to the larger community. Speaks in public on behalf of the organization and advocates for the cause. Sets high standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise.

- Board meetings, agendas, and oversight
- Sets mission and year strategy/goals
- Engages with member organizations and stakeholders

Vice President

Works with the board of directors and other stakeholders of HATS. Plans, develops, and enforces policies and objectives for the organization to ensure it maintains its values and meets established goals. Under the direction of the president or board of directors, manages day-to-day activities of the organization. Ensures HATS stays on budget and reaches goals and objectives.

- Advisory Council engagement and updates
- Tracks goals and objectives
- Supports President and assumes responsibilities in their absence

Treasurer

Oversees the management and reporting of HATS finances and funding, including bank account maintenance, financial transaction oversight, budgets, financial policies, and reports.

- Annual budget
- Finances and financial reporting
- Taxes

Secretary

Fosters communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws. Active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties. Responsible for maintaining accurate documentation and contact lists. Reviews and updates documents as necessary and ensures all documents are safely stored and readily accessible.

- Board meeting minutes
- POC lists – board members, advisory council, presidents, full distribution
- Mail

POY Chair

Ensures a successful Professional of the Year event with full member societies' participation. Responsible for selecting a POY committee to help plan and execute the event.

- Plans POY event in June
- Selects committee to help with planning, organizing, promoting, and executing the event
- Works with Communication and Fundraising Chairs for promotion and sponsors

President's Social Chair

Ensures successful planning of President's Social events throughout the year. Responsible for identifying relevant topics and speakers for each event to ensure president engagement.

- Plans 3 President's Social events a year
- Works with Communication Chair on promotion and attendance
- Captures discussion and ideas to ensure we are meeting our mission through better supporting our member societies

Communication Chair

Ensures active and consistent communication with our member organizations and stakeholders. Works with other program chairs on communication needs. Helps promote HATS via all communication outlets regarding our goals and initiatives. Specific responsibilities:

- Website and calendar maintenance/updates
- Information distribution: (Coordination with Secretary) newsletters, event announcements, member org announcements, etc.
- Social Media – LinkedIn, Facebook, etc.
- Backup to Secretary for incoming and outgoing email communications.

Fundraising Chair

Manages and oversees all fundraising efforts for HATS. Identifies specific fundraising targets. Identify potential prospects depending on fundraising needs and develop a contact plan. Track sponsorships/funding and follow-up as needed. Keep track of best practices to ensure future fundraising success.

- Plans and supports fundraising efforts for the organization
- Works with POY Chair for obtaining sponsorships for the event
- Follows-up with sponsors and supporters through Thank You notes/letters/etc.