

AAC BOARD MEMBERS DUTIES AND RESPONSIBILITIES

This document outlines the duties and responsibilities of the AAC Board members including the President, President-elect, Past-President, Members-at-Large, Secretary, Information Officer, Journal Editor, and the Treasurer. Because of the greater degree of responsibility, a schedule is also provided of the Presidential duties. The following descriptions focus on the primary responsibilities for each position, and all members may also be tasked with other duties as required.

AAC President Duties and Schedule

- Whenever possible his or her designee will attend meetings to represent the AAC at AZSITE Meetings and GAAC (should it be reinstated) Meetings. This would include preparing a brief statement, prior to attending these meetings on recent AAC activities.

Before January 1st (when still President Elect):

- Prepare abstract for AAC panel discussion at the AZ Historic Preservation (AZHP) Conference (must submit to Board for approval before submitting to AZHP).
- Select panel members for discussion.
- Establish schedule for board meetings.
- Schedule room for the board meetings.
- Renew RPA membership for AAC

January:

- Understand the AAC by-laws.
- Ensure that membership renewal notices are sent.
- Review the processing of payments by the Treasurer.
- Participate in review panel for Julian Hayden paper competition through AAHS.
- Pending board approval, contribute \$250 to purse for competition.
- Register for AZHP conference.

During first Board meeting:

- Board should motion to add the new president to the AAC bank account.
- Obtain AAC paper records from the past president.
- Serve as the AAC representative in all official affairs and transactions.
- Preside at all meetings.
- Follow Robert's Rules of Order during each meeting.

After first Board Meeting:

- Obtain the minutes with the recorded motion to add new president to bank account.
- Schedule trip to the credit union with the Treasurer to be added to the bank account and arrange for a corporate credit card for both the President and Treasurer (if necessary). Be sure to bring the minutes that show the vote of the board.
- Transfer ownership for the Post Office box and get key in order to check mail.

March:

- President submits the report to the AZ Corporate Commission (Due 4/9).
- Arrange representation for AAC board, preferably yourself, at the Council of Council meetings at the SAAs. This meeting is always held from 8 am to 10 am on Thursday of the annual meeting.

April:

- Check with the Treasurer on the AAC tax filing status (next month).

May:

- Participate in review panel for the Governor's Heritage awards.
- Establish theme for AAC Fall conference.
- Identify and reserve AAC Fall conference venue.
- Send notice requesting AAC Fall conference sponsorship.

June:

- Participate in discussion panel at the AZ Historic Preservation conference.

- Issue call for papers for the AAC Fall conference. Include the Conference Presentation Statement with the call for papers.

July:

- Appoint chairperson who will convene an Elections/Nominations Committee and plan to solicit position statements from potential candidates.

August:

- Select chairperson for the Elections Nominations Committee.
- Position statements are due to the Information Officer at least 60 days before Fall Conference.
- Conference Abstracts are due.

September:

- Ensure Elections Nominations Committee Chairperson submit nominees and position statements.
- Per bylaws, voting shall begin at least 30 days prior to Fall Conference.
- Close voting on open board positions (must be completed at least two weeks prior to the conference).
- Ballots should be returned to the Nominations Committee Chairperson at least two weeks prior to the Fall Meeting.
- Candidates are elected by a simple majority vote.
- In the case of a tie vote, a runoff election will be held at the Fall Meeting.
- Send email to all AAC members reminding them to attend the conference.

October:

- Host AAC Conference.
- Election results will be announced by the Nominations Committee Chairperson at the Fall Conference.

November:

- Arrange for orientation of newly elected board members at final board meeting, and work to ensure a smooth transition for the new president.

December:

- Ensure all communications, meeting agendas, and any other pertinent communications of President (or Board) are added to the Dropbox legacy records.

AAC President Elect Duties (see also before January 1st duties under the President)

- The President Elect serves as a member of the Board and has the same duties and responsibilities of the other members.
- Understand the AAC by-laws.
- Follow Robert's Rules of Order during each meeting.
- At the outset of their term the President Elect should review all duties of the President, and be prepared to complete them.
- Vote on resolutions of the AAC.
- Introduce or second motions of the board.
- Responsible with other Board members for approving all expenditures of the AAC that exceed \$1000.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.

AAC Past President Duties

- Attend Board meetings as a non-voting member.
- Follow Robert's Rules of Order during each meeting.
- Provide advice and assistance to the President as requested.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.

AAC Member-At-Large Duties

- Understand the AAC by-laws.
- Follow Robert's Rules of Order during each meeting.
- The primary responsibility is voting on resolutions of the AAC.
- Introduce or second motions of the board.
- Responsible for approving all expenditures of the AAC that exceed \$1000.
- The Member-at-Large shall hold office for two years, maintain good standing, and must attend AAC meetings to ensure a quorum.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.

AAC Secretary Duties

- Understand the AAC by-laws.
- Follow Robert's Rules of Order during each meeting.
- Attend all AAC board meetings. If unable to attend then delegate Secretary duties to a substitute.
- Prepare Agenda for each meeting – and coordinate with Information Officer to provide notice of virtual meetings to the general membership.
- Prepare and maintain minutes of all meetings.
- Within two weeks after a meeting submit the meeting minutes for approval to the Board.
- Provide the Information Officer with the approved minutes for the Newsletter.
- Maintain list of all motions made and voted on, and store Board decisions in the AAC Dropbox account.
- Manage the AAC gmail account, including answering emails, categorizing and electronically filing correspondence.
- Maintain and update the Board contact list and Calendar.
- Support Information Officer with publishing applicable information on the AAC Facebook account and on the LinkedIn account.
- Visit Post Office to obtain key, and check the AAC's P.O. Box at least once a month, in coordination with the Board Treasurer, for receipt of relevant mail and membership checks. P.O. Box 27566, Tempe AZ, 85282
- Maintain and update the AAC calendar of events and deadlines to include:
 - Board meetings
 - AAC Annual Conference
 - Abstract deadline for the Arizona Historic Preservation Conference
 - Filing deadline for the Arizona Corporation Commission (AAC)
 - Deadline for submittal of nominees for annual election
 - Start and end date for voting for annual election
 - Other AAC related events and activities
- Maintain master list of AAC membership.
- Management of membership profiles, in coordination with the Board Treasurer, through the AAC's website account, upon receipt of membership payment via check
- Organize and maintain the AAC library of documents and administrative files.
- Attend and support the AAC annual conference.

AAC Information Officer Duties

- Maintain AAC website with current news items, job postings, membership documents and information, and Journal of AZ Archaeology volumes.
- Follow Robert's Rules of Order during each meeting.
- Understand the AAC by-laws.
- Remove old information and update officers and other aspects of the website as needed.
- Curate and maintain documents from the website as needed. Upload any created files desired for future AAC members to the Dropbox Legacy files.
- Create election polls.
- Monitor Facebook and Linked-In accounts (shared with Secretary). Add members and news items as needed/discussed. Assist Secretary with email account management if necessary.
- Resolve membership-related issues as it pertains to the website (e.g. update the website with new membership information for new members/current members). Coordinate with Treasurer to solve renewal issues as needed.
- Send out email blasts as required by the Board.
- Design and populate AAC Newsletter 2 times per year. A newsletter must be distributed before the Conference.
- Attend AAC board meetings, follow-up with Secretary for notes and missing portions.
- Submit update on any website issues as needed at each meeting.
- Attend and support the AAC annual conference.

AAC Treasurer Duties

- Follow Robert's Rules of Order during each meeting.
- Understand the AAC by-laws.
- Keep accurate records of the AAC finances.
- Provide full financial reports at each Board meeting and whenever requested.
- Maintain AAC mailbox at the US Post Office in coordination with the President and Secretary.
- Attend Board meetings and introduce and vote on motions.
- Can be asked to assist other board members on specific tasks or to serve on committees, as needed.
- Attend and support the AAC annual conference.

The *Journal of Arizona Archaeology* Editor Duties

- Set the editorial policy of the *Journal of Arizona Archaeology (JAzArch)*, and using input from peer reviewers and guest editors make final decisions on articles published in the *JAzArch*.
- Promote the mission of the *JAzArch* through the publication of scholarly research related to Arizona's archaeological record.
- Ensure that the procedures and the decision-making process for *JAzArch* are posted on the website in order to inform potential authors.
- Identify and avoid potential conflicts of interest among those involved in the publication process, including the authors, peer reviewers, guest editors and members of the editorial panel.
- Review content that is published in *JAzArch* for clarity and accuracy.
- Make editorial decisions as rapidly as possible and communicate them in a clear and constructive manner.
- Ensure the effective and timely peer review of submitted manuscripts.
- Maintain effective communication with authors regarding submitted manuscripts and acceptable scholarly practices.
- Organize and oversee the printing of electronic and paper copies of the *JAzArch* and distribute copies to the subscribers.
- Designate an Editorial Panel to assist with review, editing, development of editorial policy, and to nominate candidates for the editorship in the event of a vacancy.
- Select Guest Editors for *JAzArch* issues as necessary.
- Designate a Managing Editor to assist with the formatting and publication of the *JAzArch*.
- Request the AAC Board to approve expenditures for JAzArch publication, including an honorarium of \$750 per issue to the Editor, \$750 per issue to the Managing Editor, and expenses for printing, postage and supplies.
- Regularly update the Board members on the journal status and document all expenditures. The editor will be dismissed by a majority vote of the AAC Board for failure to publish on a regular schedule or due to irreconcilable differences.
- In the case of a vacancy in the position of Editor, the Editorial Panel will nominate a candidate to the AAC Board and the Board will by a majority vote accept or reject the panel's candidate.
- Attend the AAC annual conference.