

ELECTED OFFICERS

Revised January 2014

The Executive Board of Area 8 shall consist of the Chair, the Chair-Elect, the Past-Chair, the Secretary, and the Treasurer.

The Area 8 Board shall consist of the Executive Board as well as the 5 State Chairs, the Education Chair and the Membership Chair.

All members shall have one vote.

CHAIR-ELECT

Note: The Chair-Elect shall serve six years as follows: a two-year term as Chair-Elect, a two-year term as Chair, and a two-year term as Past-Chair.

1. The Chair-Elect shall assist the Chair and act on behalf of the Chair whenever the Chair is absent or unable to act.
2. The Chair-Elect shall assist the Chair in all planning and programming for Area 8 events.
3. The Chair-Elect may be required to make site visits to future Area 8 festival conference sites.
4. The Chair-Elect will secure workshop and festival conference sites for events held during his/her term as Chair.
5. The Chair-Elect is subject to all General Policy that pertains to the office.

CHAIR

1. The Chair shall be the official representative of Area 8, presiding over all board meetings.
2. The Chair is an "ex-officio" member of all committees.
3. The Chair shall appoint with Executive Committee approval the State Chairs, Membership Chair, Education Chair, *Quavers* Editor, Web Master, and Financial Advisor, as well as committees necessary to carry out the work of Area 8.
4. The Chair shall call at least one (1) yearly meeting of the Area 8 Board, and may call Executive Board meetings as necessary. A printed agenda is to be mailed two weeks prior to the Area 8 Board meetings.
5. The Chair is responsible for maintaining communication with the Area 8 Board and the general membership of Area 8. A minimum of 6 *Quavers* newsletters will be sent annually to the Area 8 membership.
6. The Chair shall attend all National Director's Seminars and National Area Advisory meetings during his/her term of office with expenses paid by Area 8. The Chair may also suggest that the Chair-Elect go in his/her place.

7. The Chair shall serve as the Festival Conference Chair and shall oversee the initiation of state and local workshops. Committees shall be appointed as necessary to assist in planning conferences and workshops.

8. The Chair may obtain legal counsel as necessary for Area 8.

9. The Chair shall approve for payment all expenditures of Area 8.

10. The Chair shall submit activity, membership and/or other required reports annually or as requested to the Board of Directors, AGEHR, Inc. (dba Handbell Musicians of America).

11. The Chair is subject to the General Policy that pertains to the office.

PAST-CHAIR

1. The Past-Chair shall attend all Area 8 Board meetings.

2. The Past-Chair shall be the Chair of the Nominating Committee. The Nominating Committee will be governed by the rules outlined in the Area 8 Bylaws.

3. The Past-Chair shall perform other duties as requested by the Chair.

SECRETARY

1. The Secretary shall serve a two-year term, renewable one time.

2. The Secretary shall keep an accurate and proper record of all Board meetings and distribute a copy of the minutes to the members of the Board within a period of two (2) weeks after a meeting.

3. The Secretary is directed to update the Guidelines and Procedures as well as the Book of Motions based on minutes of the Board meeting. These corrections should be given to the members of the Board yearly at the Fall Board meeting.

4. The Secretary is expected to attend all meetings as required by the Bylaws or called by the Chair. Attendance is also expected at all Area 8 Festival Conferences.

5. The Secretary is subject to the General Policy that pertains to the office.

TREASURER

1. The Treasurer shall serve a two-year term, renewable one time.

2. The Treasurer shall receive and deposit all monies and provide proper accounting to the Financial Advisor.

3. The Treasurer shall issue checks for approved requests submitted; each request shall be properly authenticated by receipt or statement to comply with the standard rules of procedure as practiced in auditing and accounting.

4. The Treasurer shall serve as Registrar for all Area 8 events, handling all registration records and correspondence, shall keep detailed registration and accounting records and shall collect unpaid monies due from each registrant at Area 8 conferences, workshops and seminars.
5. The Treasurer is expected to attend all Board meetings as required by the Bylaws or called by the Chair. Attendance is also expected at all Area 8 Festival Conferences.
6. The Treasurer shall serve as the Chair of the Scholarship Fund Committee, if such funds are available.
7. The Treasurer shall track the revenue for the paid advertisements in the Area 8 *Quavers* publication and report to the Board at the fall meeting.
8. The Financial Advisor and the Treasurer shall keep a proper set of financial records. Quarterly reports shall be submitted to all Board members.
9. The Treasurer is subject to the General Policy that pertains to the office.

APPOINTED OFFICERS

FINANCIAL ADVISOR

The Financial Advisor shall be selected by the Executive Board, and will serve in accordance with the following rules of procedure:

1. A written agreement shall be executed between the Financial Advisor and the Executive Board of Area 8, renewable each year at the Fall Board meeting.
2. The Area 8 Executive Board shall have the right to dissolve this contract at any time, if it is deemed necessary for the business of Area 8.
3. The Financial Advisor shall have no voting privileges.
4. The Financial Advisor will receive room, mileage, and registration at Area 8 Festival Conferences.
5. The Financial Advisor and the Treasurer shall keep proper sets of financial records. Twice yearly reports shall be submitted to all Board members.
6. The Financial Advisor shall prepare a fiscal year-end financial report in accordance with generally accepted accounting standards to be submitted to the Board at the fall meeting.
7. The Financial Advisor shall perform all bookkeeping functions for Area 8 accounts, including preparation of all local, state and federal tax forms as required by law and any other corporate documents submitting forms by the deadlines established by AGEHR, Inc. and the rules of the Internal Revenue Service.
8. The Financial Advisor in coordination with the Area 8 Treasurer shall be authorized to designate the depository for Area 8 funds in federally insured financial institutions of choice, with the approval of the Executive Board. The names of the depositories and balances in each will be shown on all financial reports.

9. The Financial Advisor shall, with the Executive Board approval, manage prudently the assets of Area 8 and invest monies on the Board's behalf, keeping all monetary assets active.

10. The Financial Advisor shall arrange audits, compilations and/or reviews as authorized and directed by the Board or upon the change of treasurers.

11. The Financial Advisor shall present to the Area 8 Board at the fall meeting a year-end financial position of the organization that shall be a minimum of the balance sheet, income and expense sheet, status of all investments, historical and projected cash flow, and such other information of data requested by the Chair of Area 8 and the Executive Board.

EDITOR

The Editor shall be selected by the Executive Board, and will serve in accordance with the following rules of procedure:

1. A written agreement shall be executed between the Editor and the Executive Board of Area 8, renewable each year at the Fall Board meeting.
2. The Area 8 Executive Board shall have the right to dissolve this contract at any time, if it is deemed necessary for the business of Area 8.
3. The Editor shall have no voting privileges.
4. The Editor shall be paid a specific amount per page for each issue of the Quavers. That amount is fluid and can be adjusted per contract year by the Executive Committee of Area 8.
5. The Editor will be expected to be in attendance at the Fall Board meeting each year.
6. The Editor is responsible for publishing the Area 8 newsletter, *Quavers*, 6 times yearly. This includes, but is not limited to, gathering topics, sending out reminders (both 1 week prior to due date and 1 day prior), receiving advertising, fielding advertising questions, writing want ads, proofing and editing, newsletter layout for best use of space on a 16-20 page document, trouble shooting documents and graphics, and transferring various newsletter inserts into table or spreadsheet format for better layout and readability,
7. The Editor is responsible for transferring the newsletter to the Area 8 Web Master for publication on the Area 8 web site.
8. The Editor is responsible for transferring the newsletter to the Membership Chair for the mailing newsletters via the US. Postal Service. He/She is not responsible for copying said newsletter.

WEB MASTER

The Web Master shall be selected by the Executive Board, and will serve in accordance with the following rules of procedure:

1. A written agreement shall be executed between the Web Master and the Executive Board of Area 8, renewable each year at the Fall Board meeting.

2. The Area 8 Executive Board shall have the right to dissolve this contract at any time, if it is deemed necessary for the business of Area 8.
3. The Web Master shall have no voting privileges.
4. The Web Master will receive room, mileage and registration at Area 8 Festival Conferences as payment for services rendered.
5. The Web Master shall be responsible for publishing the Area 8 web site.
6. The Web Master shall be responsible for keeping all contracts up to date concerning web hosting and domain name. Costs associated with those items should be billed to the Treasurer of Area 8.
7. The Web Master will be responsible for the upkeep of the web site, and any repairs when the web site is down.
8. The Web Master will not be responsible for web site content, but will only publish that information which comes from the Executive Board.
9. The Web Master will publish the Area 8 Quavers online for each issue, 6 times yearly.

STATE CHAIRS

1. Each State Chair shall serve a two-year term and be eligible for reappointment, but may serve no more than three (3) terms consecutively in the same office. The Area Chair shall approve of all appointed State Chairs.
2. The State Chairs shall encourage membership in Handbell Musicians of America (AGEHR), and shall encourage state and local workshops. They shall report news and activities from their states in an annual report at the fall Board meeting.
3. All State Chairs are encouraged to attend as many handbell conferences within the state as possible.
4. Each State Chair shall recruit capable, willing candidates for two-year terms in the positions of State Treasurer, State Chimes Chair, State Secretary, and State Membership Chair, other positions as needed at the state level.
5. Each State Chair will conduct an annual meeting in person or via conference call with appointed State leadership.
6. Each State Chair shall manage their respective Discretionary Funds for each year.
7. Each State Chair shall submit articles for publication in the *Quavers* for each issue, regarding activities in their states, and any other information or items that would be of interest to the general membership, to the Editor of *Quavers*.
8. Each State Chair shall be responsible for contacting new members in their states, and be responsible for sending new members copies of the most current issue of *Quavers*, either by U.S. Postal Service or by e-mail.

9. Each State Chair shall report membership corrections to the Area 8 Membership Chair.
10. Each State Chair shall be encouraged to organize one (1) director event each year, as well as two (2) ringer events. These events shall be submitted to AGEHR for sponsorship.

MEMBERSHIP CHAIR

1. The Membership Chair shall be appointed by the Area 8 Chair to serve two years (2), renewable one time.
2. The Membership Chair shall attend the Fall Board meeting, and all Area 8 Festival Conferences. Attendance is encouraged at other Area 8 functions, such as Young Ringer Festivals, seminars, and workshops.
3. The Membership Chair shall report the following at the Fall Board meeting: a report from the AGEHR National Membership Chair, an update on membership numbers of National members compared to previous years, and report active members of Area 8 by state as compared to previous years.
4. The Membership Chair shall work in coordination with the Regional Membership Coordinator for the tracking of members, renewal of members, and contacting lapsed members.
5. The Membership Chair shall send a copy of the drop/add list, provided quarterly by National, to all State Chairs and State Membership Coordinators.
6. The Membership Chair shall be responsible for encouraging, maintaining and developing membership within Area 8 by:
 - a. Welcoming new members with a personal letter and appropriate enclosures to inform new members about Area 8, state leadership, upcoming events, etc.
 - b. Sending a letter to lapsed members to encourage them to renew.
 - c. Submitting membership articles periodically to the Area newsletter, *Quavers*.
 - d. Maintaining files and records pertaining to membership.
 - e. Receiving and reviewing reports from State Chairs regarding results of calls to dropped members.

EDUCATION CHAIR

1. The Education Chair shall be appointed by the Area 8 Chair to serve two years (2), renewable one time.
2. The Education Chair shall attend the Fall Board meeting, and all Area 8 Festival Conferences. Attendance is encouraged at other Area 8 functions, such as Young Ringer Festivals, seminars, and workshops.
3. The Education Chair shall be responsible for the encouragement of handbells and hand chimes in educational institutions, communications with those institutions, and for the promotion of Guild activities, including festival conferences, workshops, and seminars.
4. The Education Chair shall make all reports to the Area 8 Chair and send news-worthy items to the Editor of *Quavers*.

HISTORIAN

1. The Historian develops, maintains, and provides a display of historical items from Area 8.
2. The Historian recruits photographers to take pictures at all Area 8 events.
3. The Historian provides articles as needed and desired for the Quavers or to send to national AGEHR for publishing.
4. The Historian will present a display at each Area Festival.

RESOURCE LIBRARIAN

1. The Resource Librarian will purchase items for the library, maintain current items, and catalog items.
2. The Resource Librarian will provide the catalog of items to the editor of Quavers and to the Website Coordinator for publishing.
3. The Resource Librarian will be listed as the person to contact for borrowing resource items. The Resource Librarian shall maintain an active list of borrowers including when the items were borrowed along with the name, address, and contact information of the borrower.
4. The Resource Librarian shall make suggestions to the Chair for new items to be purchased and included in the library.
5. The Resource Librarian will be reimbursed for expenses incurred in shipping items to the borrower provided requisitions with proper receipts are presented.

COMMUNICATIONS COORDINATOR

1. The Communications Coordinator will manage the Area 8 Facebook page, updating at least once per week.
2. Coordinating with state Facebook pages (at least monthly, "liking" posts, re-posting events, etc.)
3. Working with Website Coordinator and other state webmasters to improve the usability and content of state and area websites.
4. Being involved in the marketing of area events (specifically mentioned was festival such as local media coordination, how to get the word out to our area about the event and to the locals about the concert, posting QR codes along with other content).
5. Coordinating Area 8 "e-blasts" (gathering and editing content, and adhering to a schedule).
6. Centralization of "email notification person" so that there is just one place to send info/updates/etc,

7. Re-visioning of the "historian" position either to work in consort with the Communications/Marketing Chair or to be phased out.