

AABJ Board Member Descriptions:

PRESIDENT

- CEO of AABJ
- Calls & presides over meetings
- Exercises general supervisory powers over the organization, board members and committees

SECRETARY

- Chief record keeper of the organization
- Chairperson of membership committee
- Maintains all communications to and from AABJ (email & postal mail)
- Works with the Board in such manner directed by the president and performs other duties outlined in the Bylaws

TREASURER

- CFO of AABJ
- Chairperson of Finance committee
- Maintains AABJ's budget
- Responsible for all AABJ's financials
- Responsible for chapter audits & taxes
- Works with the Board as directed by the president and performs other duties as outlined in the Bylaws

PARLIAMENTARIAN

- Chief interpreter of Robert's Rules of Order, the NABJ Constitution and Board Operating procedures as well as the AABJ Bylaws
- Sergeant-at-arms during meetings
- Collects reports from board members for meetings
- Assist with chapter audit
- Works with the board as directed by the president and performs other duties outlined in the Bylaws

VICE PRESIDENT/PRINT

- Deputy Executive Officer of AABJ
- Chairperson & Editor of AABJ's newsletter "The Byline"
- Serve as liaison between the Board and the respective print members
- Works with the Board as directed by the president and performs other duties as outlined in the Bylaws

VICE PRESIDENT/BROADCAST

- Deputy Executive Officer of AABJ
- Chairperson & Executive Producer of AABJ's public affairs show, "In Contact"
- Serve as liaison between the Board and the respective broadcast members
- Works with the Board as directed by the president and performs other duties as outlined in the Bylaws

VICE PRESIDENT/DIGITAL

- Deputy Executive Officer of AABJ
- Chairperson of Digital committee
- Maintains AABJ website and all social media channels and email/event correspondence
- Serve as liaison between the Board and the respective digital members
- Works with the Board as directed by the president and performs other duties as outlined in the Bylaws

