

President

The President is the Chief Executive Officer of the Ohio Society for Respiratory Care. He/she is elected serving **one year as President-elect, two years as President and one year as Past-president**. The President shall not succeed themselves. He/she presides over all board meetings and the Annual business meeting.

The President is responsible to appoint medical advisors and committee chairs for all standing committees of the OSRC. He/she will develop charges for all standing and special committees. Responsibilities for:

- Ex-officio member of all committees except Finance and Nominations
- Leads Executive Committee
- Checking account
- Communication with the AARC
- Appoints committee chairs
- Develop a yearly calendar of events for the OSRC
- Develop charges for BOD members
- Function as ambassador of the OSRC to respiratory therapists around the state.
- Perform duties as requested by the BOD

President elect

Become acting President and assume the duties of the President in his/her absence.

Serve as member of the Executive Committee.

Prepare to make committee appointments by the Transition Meeting in preparation for assuming the office of President.

Prepare goals and objectives by the Transition meeting for his/her term of office.

Perform duties as requested by the President and/or BOD.

Vice President

The Vice-President is an elected position for a **two year term**. He/she act as a liaison between the Executive Committee and the District Directors.

He/she is responsible for orientation of the new District Directors covering their responsibilities to their district and to the board. The vice president also functions in a mentoring capacity: checking with the district directors' activity, offering advice and assistance in carrying out their duties.

The vice president is a member of the Executive Committee. He/she will report activities of the district directors as requested. The vice president also will perform duties as assigned by the President and Board of Directors.

In the event of the absence of the President-elect , the Vice president will carry out the duties of the office until the time the Board of Directors can replace the President elect.

Immediate Past President

The Immediate Past President functions as an adviser to the current President. He/she will carry out duties as assigned by the President and Board of Directors.

Serve as member of the Executive Committee.

Delegate

Elected every other year for a **term of four years**

Need Article VII of AARC Guidelines

Report on activities of the House of Delegates

Delegates shall represent the OSRC in the AARC House of Delegates and submit any resolutions on behalf of the OSRC to the House of Delegates.

The delegates are shall be responsible to distribute the HOD resolutions to the Board of Directors for input prior to each HOD meeting.

A written report shall be prepared, when appropriate, for each BOD meeting.

The delegates shall make recommendations to the BOD in matters of the AARC affecting the OSRC.

Reimbursement to the Delegates is a budgeted item

Serve as a voting member of the Executive Committee for the BOD

Secretary

The Secretary serves a **two year term** and is responsible for recording and submitting minutes of all meetings of the Board of Directors and the Annual Business Meeting. Minutes are to be submitted within 10 days of the meeting.

The Secretary will also complete other duties as assigned by the President and/or the Board of Directors.

Maintain all attendance records of BOD meetings.

Treasurer

The Treasurer serves a **two year term** and is responsible for all funds of the Society. He/she is bonded by the Society and serves as an Executive Committee member.

He/she will pay all bills of the Society as well as disburse funds as directed by the Board of Directors.

The Treasurer will work with the Board of Directors to develop a budget yearly. On a monthly basis the Treasurer shall submit monthly trial balances to the Executive Committee within 20 days of closing the books for the month. The Treasurer will prepare a quarterly financial report and present it to the Board of Directors.

Work with Program Planning Committee overseeing the finances of the Annual Meeting

Prepare a financial report for submission to the OSRC BOD and AARC Executive office.

Submit taxes for the Society as required. Submit records for auditing as determined by the Board of Directors. Prepares for transition of the books to the new Treasurer to insure continued accuracy.

Perform any duties as assigned by the President and/or BOD.

District Directors

Members of the Board of Directors

Term of office is **two years**

Responsibilities:

- Expand membership
- Represent district to the board of Directors
- Senior district director is responsible to submit a report to the board of directors at each meeting on district activity
- Complete those charges assigned by the President and Board of Directors
- Assists with promotion and execution of events or educational activities in the district

- Promote the AARC/OSRC through all activities done within the district

All Board Members are expected to attend the quarterly meetings in person or by conference call. In the event of a required absence, the member should notify the President as soon as possible and submit a written report so information can be passed on and included in the meeting minutes.