ALSSO Executive Board Descriptions

*President-Elect*—Duties shall include acting as executive office in the absence of the President, planning the annual conference, preparing to carry out the duties of

President during the succeeding year, and carrying out related duties as may be assigned by the President.

*Treasurer*—Duties shall include overseeing and coordinating all financial activity of the organization, providing a financial report at each meeting as well as presenting a summary financial report at the annual conference, and developing/maintaining the annual budget in collaboration with the Executive Board.

*Secretary—*Duties shall include recording and maintaining records of all Executive Board meetings and business meetings of the membership, corresponding with the membership about association business, corresponding with other professional organizations for collaboration, and corresponding with potential vendors/exhibitors for the annual conference.

*Two-Year College Membership Chair—*Duties include recruiting individual and/or institutional members from two-year colleges in Alabama, dissemination of membership applications, and reporting the status of two-year college membership to the Executive Board and body.

*Four-Year College Membership Chair—*Duties include recruiting individual and/or institutional members from four-year colleges in Alabama, dissemination of membership applications, and reporting the status of four-year college membership to the Executive Board and body.