

BD.013: POSITION DESCRIPTIONS

EFFECTIVE DATE: 01/01/08

DATES REVIEWED: 02/01/09, 02/01/10, 06/17/11

DATES REVISED: 06/17/11, 8/5/13, 9/29/14, 9/03/20

---

**Policy Statement:** Board positions are an overview of the most central aspects of each position described. They do not intend to be all inclusive and may change from time to time as situations dictate.

**Purpose: To provide understanding of board positions**

**References:** NA

**Responsibilities:**

- **FSRC Executive Office** – adhere to and observe the FSRC Bylaws related to positions
- **FSRC Board of Directors**- adhere to and observe the FSRC Bylaws related to positions
- **FSRC Regional Directors and Associates**- adhere to and observe the FSRC Bylaws related to positions

**Specific Policy Information:**

These Position Descriptions are an overview of the most central aspects of each position described. They do not intend to be all inclusive and may change from time to time as situations dictate.

These descriptions will be used by the Nominations Committee in the selection of candidates for office and will be posted on the FSRC website when the call for nominees is posted.

A. PRESIDENT/PAST PRESIDENT

Term of office:

Although two separate offices it is assumed that the person serving will complete a two, one year term in succession. Total term is therefore three (3) years.

Qualifications and characteristics:

1. Must be an Active member of the AARC and the FSRC.
2. Must have served at least one full term as a member of the Board of Directors.
3. Demonstrate timely and effective communication skills.

4. Must be able to be away from his/her place of employment as the need arises.
5. Must be able to commit a minimum of six (6) hours per week to Society business.
6. Demonstrate the ability to appropriately conduct a business meeting.
7. Must project a professional image at all times.
8. Must be able to analyze and respond to a wide variety of situations and/or issues.
9. Must be knowledgeable of the duties of the other officers, directors, and committees of the Society.
10. Demonstrate effective leadership skills through the development, execution, monitoring, and follow-up of multiple projects.

Travel commitments:

Moderate to significant amount of in-state and small amount of interstate travel, including overnight stays of up to four (4) days at a time.

Duties:

PRESIDENT

1. Serves as Chief Executive Officer of the FSRC.
2. Presides over all meetings of the Society, sets agendas, and assures that meetings are conducted effectively and that Officers and Chapter Directors fulfill their duties.
3. Recommends appointments to all standing and special committees, and representatives to other organizations.
4. Participates as an ex-officio member of all FSRC committees.
5. Assures that all Society committees and representatives fulfill their obligations as stated in the bylaws, and these policies and the Society's strategic plans and goals. This will include receiving regular reports and communications, re-channeling Society resources as permitted, and replacing committee members and representatives in the best interest of the Society.
6. Oversees the performance of the Executive Director which includes regular communication, problem resolution, performance evaluation and other managerial responsibilities.
7. Oversees the performance of the Society's Officers, Directors and AARC Delegates to assure that their duties are fulfilled, that conflicts of interest are disclosed, and that Society resources are available to support these responsibilities to the extent permitted.

8. Makes personal presentations before key groups which include governmental organizations, other professional organizations, and any others which may assist in the mission of the Society. This may require frequent travel on Society business, the delivery of written and verbal testimony, speeches, and interviews with local and/or national news or other media.
9. Reviews financial, membership, and other management information and assures that appropriate actions are taken.
10. Assures that communication among Board members, medical, legal, and legislative advisors, is effective and that conflicts are resolved in order to meet the mission and goals of the Society.
11. Serves as a member of the Budget Committee.

#### PAST PRESIDENT

1. Serves as a resource to the Board and the current President.
2. Serves as a member of the Audit Committee in odd numbered years.
3. Serves as chair of the Legislative Committee in odd numbered years.

#### B. PRESIDENT-ELECT

##### Term of office:

It is assumed that the person serving will complete the term of office. The term is one (1) year.

##### Qualifications and characteristics:

1. Must be an Active member of the AARC and the FSRC.
2. Must have served at least one full term as a member of the Board of Directors.
3. Demonstrate timely and effective communication skills.
4. Must be able to be away from his/her place of employment as the need arises.
5. Must be able to commit a minimum of six (6) hours per week to Society business.
6. Demonstrate the ability to appropriately conduct a business meeting.
7. Must project a professional image at all times.
8. Must be able to analyze and respond to a wide variety of situations and/or issues.
9. Must be knowledgeable of the duties of the other officers, directors, and committees of the Society.

10. Demonstrate effective leadership skills through the development, execution, monitoring, and follow-up of multiple projects.

Travel commitments:

Small to moderate amount of in-state travel, including overnight stays of up to three (3) days at a time.

Duties:

1. Primarily uses term to prepare for the presidency, and may at times be required to function as President.
2. Serves as chair of the Legislative Committee in even numbered years.
3. Serves as member of the Audit Committee in even numbered years.
4. Assists the Treasurer in preparation of the Society's annual budget.
5. Performs in other capacities and duties as assigned by the President.

C. SECRETARY

Term of office:

Two (2) years.

Qualifications and characteristics:

1. Must be an Active member of the AARC and the FSRC.
2. Should, by experience, training, or education possess an understanding of the routine roles and functions of an executive secretary or executive assistant and corporate record keeping systems.
3. Must have access to data processing, email, FAX equipment and also be proficient with word processing and spreadsheet programs.
4. Should have an understanding of the legal requirements regarding corporate documents and record keeping systems to include parliamentary procedures as defined by Rules of Order and its appropriate incorporation into corporate documentation.
5. Must have an employer who is supportive of the obligations and time commitments inherent in this office.
6. Should have a history of active participation in his/her Regional activities, preferably as Regional Director.

Travel commitments:

Small amount of in-state travel, including overnight stays of up to three (3) days at a time.

Duties:

1. The Secretary will keep, prepare and implement the distribution of the minutes of all Society Board meetings, affix the corporate seal to documents requiring such, maintain the Society's files, and other duties as assigned by the President.
2. Signs corporate documents as well as AARC Delegates credentialing forms and other documents when required by the AARC.
3. Accurate minutes of each Board Meeting and the Annual Business Meeting will be prepared by the Secretary. Copies of the minutes are to be retained in the FSRC permanent files, distributed to the Officers and Directors, and one copy sent to the AARC Chartered Affiliates Committee liaison, c/o AARC, 9425 North MacArthur Blvd, Suite 100, Irving, Texas 75063 twice per year.
4. The Secretary shall deliver a copy of the Board of Directors Membership Attestation Form to each Board member at the time of their election, appointment, or term continuation. The completed forms shall be returned to the Secretary to be included with the minutes of the current or next scheduled Board meeting.

D. TREASURER

Term of office:

Two (2) years

Qualifications and characteristics:

1. Must be an Active member of the AARC and the FSRC.
2. Should by experience, training, or education possess an understanding of basic accounting principles, budget development and control, and financial reporting systems.
3. Must have access to data processing, email, and FAX equipment and also be proficient in word processing and accounting programs.
4. Should have the ability to speak in front of large and small groups and clearly articulate often complicated accounting procedures and fiscal theory.
5. Must have an employer supportive of the obligations and the time commitments inherent to this office.
6. Must be bondable in amounts determined by the Board.
7. Should have a history active participation in his/her Regional activities, preferably as Regional Director.

Travel commitments:

Small amount of in-state travel, including overnight stays of up to three (3) days at a time.

Duties:

1. The Treasurer is responsible for overseeing the general financial operations of the Society and with the President assures fiscal health.
2. Assures the submission of timely written and verbal budget performance reports to the Board. These will include accurate profit and loss statements as they relate to the sale of products and service (e.g. shirts, hats, pins, mugs, etc.).
3. Responds to inquiries of the Board regarding the fiscal operation and the affairs of the Society.
4. Is a member of the Budget Committee. With the President-Elect (in even numbered years), President (in odd numbered years) and the Executive Director prepares the annual budget.
5. Is a member of the Audit Committee.
6. Receives requests, reviews, and as appropriate approves Board members expense requests for up to \$250.00. The Treasurer will process these requests in a timely manner.
7. Processes reimbursement requests for budgeted activities and expenses in a timely manner so as not to those expenses become a burden for the Board member.
8. Maintains the Society's capital equipment depreciation and inventory records.
9. Shall prepare an annual fiscal report of the FSRC for its Board, and shall submit said report to the AARC Chartered Affiliates Committee liaison c/o 9425 North MacArthur Blvd, Suite 100, Irving, Texas 75063 within thirty (30) days of Board review.

E. REGIONAL DIRECTOR

Term of Office:

Two (2) years

Qualifications and characteristics:

1. Must be an Active member of the AARC and the FSRC.
2. Regional Directors will reside or be employed within the boundaries of the region in which they represent.

3. Must have an employer supportive of the obligations and time commitments inherent to this office.
4. Should have served as an Associate Regional Director or on one or more FSRC committees, preferably as Chairperson.
5. Should have demonstrated leadership skills through the development, execution, monitoring, and follow-up of multiple projects.
6. Should have demonstrated ability to assess and respond appropriately to a wide variety of business information and situations.

Travel commitments:

Moderate amount of in-chapter travel and a small amount of in-state travel, including overnight stays of up to three (3) days at a time.

Duties:

1. The Regional Director serves to promote the profession, the AARC and the FSRC within the Respiratory Care community. Along with the elected Officers and AARC Delegates they are jointly responsible for all business and other activities of the Society and are responsible for organizing and implementing all activities that are consistent with the strategic plan and goals of the Society.
2. The Regional Director is responsible for organizing and implementing activities within their region that are consistent with the objectives of the Society and of the AARC.
3. Participates in all regular and special meetings of the Board.
4. Organizes local region activities, involving individual therapists, healthcare organizations, and Respiratory Care training programs.
5. Designs and directs activities which directly support the financial well-being of the FSRC.
6. Participates on committees as directed by the bylaws or these policies. Such committees include: Annual Program Committee if held in directors region, Audit Committee (even numbered chapters in even years and odd numbered chapters in odd years)
7. Upon request, assists other Board members with official business of the FSRC and/or the AARC.

F. DELEGATE TO THE AARC

Term of office:

Four (4) years

#### Qualifications and characteristics:

1. Must be an Active member of the AARC and the FSRC.
2. Must have an employer supportive of the obligations and time commitments of this office.
3. Should have served at least one full term as an Officer or Regional Director, preferably have served as President.
4. Demonstrates appropriate and effective communication skills.
5. Must be able to be away for his/her place of employment as the need arises, either on behalf of the FSRC or the AARC, including at least two (2) House of Delegates multi-day meetings and functions per year involving extensive interstate travel.
6. Must be able to commit at least twelve hours per month to AARC business.
7. Projects a high level of professionalism that is reflective of both the AARC and the FSRC.

#### Travel commitments:

Significant amount of in-state and interstate travel, including overnight stays of up to six (6) days at a time.

#### Duties:

1. The Delegate is the official liaison to the AARC and is responsible for representing the AARC members and all FSRC members in all activities related to the House of Delegates.
2. Assures the submission of timely written and verbal reports to the Board concerning activities of the AARC.
3. Attends all meetings of the House of Delegates and other House functions and reports on these activities to the Board.
4. Attends all FSRC Board meetings as the representative of all AARC members in the State.
5. Is a voting member of the FSRC Board of Directors.
6. Serves as co-chairs of the Bylaws Committee.
7. Serves as a member of the Judicial Committee.
8. Serves as a standing member of the Legislative Committee, Membership Committee, and Special Recognition Committee.
9. Complies with official requests for forms, surveys, and reports within stated deadlines.

10. Is responsible for representing the FSRC on all voting matters before the AARC House of Delegates and must communicate the FSRC's position on all topics brought before the House.

