

State President's Responsibilities

- ❖ Conduct two state business meetings per year
- ❖ Appoint subcommittee members
- ❖ Attend two regional board meetings per year or appoint a substitute
- ❖ Draft a calendar of events for the upcoming year to be discussed at the board planning and budget meeting
 - ☐ Establish a calendar of events, and forward it to the TAA staff as needed
- ❖ Develop a state budget
 - ☐ To be done at the board planning and budget meeting
- ❖ Address any changes to state bylaws
- ❖ Conduct and coordinate meetings with state management as needed
- ❖ Coordinate speakers and guests for state meetings
- ❖ Communicate and coordinate state-related business with TAA staff
- ❖ Conduct elections for state board
 - ☐ Secretary/treasurer will move to VP each year
 - ☐ VP will move to president
 - ☐ Elect secretary/treasurer each year
 - ☐ Elect district reps
- ❖ Introduce and recruit new agents into the association
- ❖ Chair annual meeting planning and awards committee(s)

State Vice President's Responsibilities

- ❖ Presentation of MVP Award (if applicable)
 - ❑ Collect bio and order plaque
- ❖ Coordinate retired, disabled, and deceased recognition (if applicable)
- ❖ Coordinate state meetings with TAA staff
- ❖ Chair agent retreat/meeting planning committee (if applicable)
- ❖ Other duties as delegated or assigned by the president

State Secretary/Treasurer's Responsibilities

- ❖ Record minutes of state meetings
- ❖ Introduce and recruit new agents into the association
- ❖ Prepare and provide copies of minutes to all agents in state
- ❖ Chair of federation annual meeting planning committee (if applicable)
 - ❑ Contact TAA staff with any updates to this meeting
- ❖ Accounting of all state dues, checking and balancing.
- ❖ Pay state association's bills as they are due.
- ❖ Prepare and present treasurer's report at two business meetings per year
- ❖ Prepare year-end balance sheet
- ❖ File federal IRS Form 990N and state secretary-of-state report each year
- ❖ Other duties as needed or assigned

District Representative's Responsibilities

- ❖ Introduce and recruit new agents into the association
- ❖ Collect information from district for retired, disabled, and deceased (if applicable)
- ❖ Hold district elections for replacement representatives every two years
- ❖ Subcommittees for planning events as assigned by president
- ❖ Other duties as needed or assigned