

Duties & Responsibilities

Section D

PRESIDENT

PRESIDENT ELECT

PAST PRESIDENT

COMMITTEE CHAIRS

REGIONAL LIAISONS

RESPONSIBILITIES OF ORTA PRESIDENT

The ORTA President shall take office August 1. The President shall be ineligible to succeed him or herself in the same office. The duties of the President are defined in the ORTA Bylaws, Article VI, Sec. 2.

Responsibility to ORTA Board:

- a. Preside at all meetings of the Association and of the Board, carry out the instructions of the Association and the Board and perform all the duties that pertain to this office.
- b. By August 1, shall submit information for an introductory article to appear in the next edition of the Association newsletter.
- c. Write a monthly article for the Association newsletter.
- d. Appoint all committees, including committee chairs.
- e. Establish a meeting schedule for the Executive Committee.
- f. Establish goals for the year that will result in a positive direction for the Association.
- g. Provide information and direction to the Chairs of the committees.
- h. Serve as Chair of the Executive Committee and attend all meetings of said committee.
- i. Work cooperatively with the Executive Director and ORTA staff to help identify important needs and future actions.
- j. Work with the Executive Director to create agendas for the Board meetings, held semi-annually in the spring and fall, Executive Committee meetings, and any specially called meetings.
- k. Establish a regular and dependable means of communication with members of the Board, ORTA staff, and Regional Liaisons and local chapter leaders. Work cooperatively with those individuals in all phases of the work for the local chapters and the Association.
- l. The President shall be an ex-officio member of all committees except the Nominating Committee and shall serve as liaison to the Legislative Committee.
- m. Be familiar and uphold the Bylaws, Standing Rules and other information in the ORTA Leadership Handbook.
- n. Chair, through the Executive Committee, the evaluation and contract recommendations for the Executive Director in years when the evaluation is due.

Responsibility to Regions and Local Chapters:

- a. Attend chapter meetings when invited to provide updates.
- b. Attend Presidents' Meetings held by Regional Liaisons when requested.
- c. Serve as a resource person for information on ORTA issues.
- d. Promote membership in local chapters and ORTA.
- e. Encourage attendance by local chapters at ORTA meetings.
- f. Promote participation in ORTA committees.
- g. Assist with leadership training or other meetings in cooperation with the chapters, districts, or the state office.

The President must be an STRS recipient, an Ohio resident, and an ORTA member in good standing.

The Board shall remove the President of consistent failure to participate defined as non-attendance or inactivity.

The ORTA office will reimburse reasonable expenses for meetings, meals, mileage and supplies incurred in carrying out the work of ORTA. The President is not reimbursed for attending his or her own local chapter meetings.

In the event that the Association is represented by Co-Presidents, they will be considered on equal footing in that position. However, those sharing that position will be treated as one single member with one vote. If both people sharing a position choose to attend the same meeting, expenses will be paid based on one person and divided equally between the two sharing members. Both members who enter a co-sharing position will notify the ORTA Executive Director of how tasks and responsibilities will be shared. As the position is a full-time position, it may revert to being filled by one person.

RESPONSIBILITIES OF THE ORTA PRESIDENT ELECT

The ORTA President Elect shall be elected at the Spring Board Meeting, and shall take office August 1. The President Elect shall be ineligible to succeed him or herself in the same office.

Responsibility to ORTA Board:

- a. Work cooperatively with the President to ensure an understanding of duties and responsibilities of the Executive Committee and a smooth transition to President.
- b. Serve as part of the Executive Committee and attend all meetings of said committee.
- c. Attend ORTA Board meetings held semi-annually in spring and fall and any special meetings.
- d. Attend respective state, district or regional meetings and participate as needed in training sessions and facilitation of workshops.
- e. The President Elect shall be an ex-officio members of all committees except the Nominating Committee and shall serve on committees as appointed by the President.
- f. Be familiar with and uphold the Bylaws, Standing Rules, and other information in the ORTA Leadership Handbook.
- g. Participate in the decision-making and policy-making functions of the Board, considering the needs of ORTA and the areas of the state.
- h. Bring to the attention of the ORTA Board pertinent concerns, interests and views representative of his or her work across the state.
- i. If the President is incapacitated, the President Elect shall temporarily assume the duties and responsibilities of that office.

Responsibility to Regions and Local Chapters:

- a. Attend chapter meetings when invited to provide updates.
- b. Attend Presidents' Meetings held by Regional Liaisons when requested.
- c. Serve as a resource person for information on ORTA issues.
- d. Promote membership in local chapters and ORTA.
- e. Encourage attendance by local chapters at ORTA meetings.
- f. Promote participation in ORTA committees.
- g. Assist with leadership training or other meetings in cooperation with the chapters, districts, or the state office.

The President Elect must be an STRS recipient, an Ohio resident, and an ORTA member in good standing.

The Board shall remove the President Elect for consistent failure to participate defined as non-attendance or inactivity.

The ORTA office will reimburse reasonable expenses for meetings, meals, mileage and supplies incurred in carrying out the work of ORTA. The President Elect is not reimbursed for attending his or her own local chapter meetings.

In the event that the Association is represented by Co-President Elects, they will be considered on equal footing in that position. However, those sharing that position will be treated as one single member with one vote. If both people sharing a position choose to attend the same meeting, expenses will be paid based on one person and divided equally between the two sharing members. Both members who enter a co-sharing position will notify the ORTA Executive Director of how tasks and responsibilities will be shared. As the position is a full-time position, it may revert to being filled by one person.

RESPONSIBILITIES OF ORTA PAST PRESIDENT

The ORTA Past President shall serve for one year after serving as president. The Past President shall be ineligible to succeed him or herself in the same office.

Responsibility to ORTA Board:

- a. Serve as the chair of the Nominating Committee with the principal duty of identifying and recruiting members to apply for the position of President Elect.
- b. Be familiar with and uphold the By-laws, Standing Rules and other information in the ORTA Leadership Handbook.
- c. Serve as part of the Executive Committee and attend all meetings of said committee.
- d. Attend ORTA Board meetings in spring and fall and any other special meetings.
- e. Attend respective state, district or area meetings and participate as needed in training sessions and facilitation of workshops.
- f. Participate in the decision-making and policy-making functions of the Board, considering the needs of ORTA and areas of the state.
- g. Bring to the attention of the ORTA Board pertinent concerns, interests and views representative of his or her work across the state.
- h. If the President is incapacitated, work cooperatively with the President Elect to cover the duties and responsibilities of the office.
- i. Initiate a review of the ORTA handbook.

Responsibilities to Local Chapters:

- a. Attend chapter meetings when invited to update them on ORTA information.
- b. Attend Presidents' Meetings held by Regional Liaisons when requested.
- c. Serve as a resource person for information on ORTA issues
- d. Promote membership in local chapters and in ORTA.
- e. Encourage attendance by local chapters at ORTA meetings.
- f. Promote participation on ORTA committees.

The Past President must be an STRS recipient, an Ohio resident and an ORTA member in good standing.

The Board shall remove the Past President for consistent failure to participate defined as non-attendance or inactivity.

The ORTA office will reimburse reasonable expenses for meetings, meals, mileage and supplies incurred in carrying out the work of ORTA. The Past President is not reimbursed for attending his or her own chapter meetings.

In the event that the Association is represented by Co-Past Presidents, they will be considered on equal footing in that position. However, those sharing that position will be treated as one single member with one vote. If both people sharing a position choose to attend the same meeting, expenses will be paid based on one person and divided equally between the two sharing members. Both members who enter a co-sharing position will notify the ORTA Executive Director of how tasks and responsibilities will be shared. As the position is a full-time position, it may revert to being filled by one person.

RESPONSIBILITIES OF ORTA COMMITTEE CHAIRS

The ORTA President appoints all committee chairs and committee members after August 1. All committees are chaired by Board members but committee membership is encouraged to have a balance of Board members as well as selected general members and interested persons.

Responsibilities of Standing Committee Chairs:

1. Chair committee as appointed by the ORTA President and hold an initial committee meeting before the first of October. The initial meeting shall identify goals for the year and review information included in chapter reports.
2. Provide local chapter support in the area of the committee when requested.
3. Be familiar with bylaws, standing rules and other information in the Leadership Handbook regarding duties pertinent to their position as well as their respective committee information.
4. Attend district, regional, and state ORTA Board meetings, spring and fall, and any special meetings to report on behalf of your committee.
5. Participate as needed in training sessions on behalf of your committee.
6. Prepare and file minutes of all meetings. These are to be given to the Executive Director as official records of the Association.

Nominating Committee Chair:

1. The Nominating Committee is always chaired by the Immediate Past President and has two additional members.
2. At least 90 days before the Spring Board Meeting, create a list of possible members interested in the position of the ORTA President Elect.
3. Consider all individuals who are interested.
4. Nominate one or more persons for President Elect.
5. Report these nominations at the Spring Board Meeting and call for nominations from the floor.

Finance Committee Chair:

1. Review the annual budget for the ensuing year as submitted by the Executive Director and make recommendations regarding adoption at the Fall Board Meeting.
2. Meet with an outside auditor prior to the Spring Board Meeting to receive the report of previous years' financial statements.
3. Make recommendations to the Board in respect to policies and financial matters.

Bylaws and Standing Rules Committee Chair:

1. Recommend proposed changes of the Bylaws or Standing Rules to the Executive Committee for its approval and submission to the Board.
2. State needed bylaws changes and reason for the proposed change which shall be published in an official ORTA publication before voting by membership.
3. State needed Standing Rules and reason for the proposed change which shall be published in an official ORTA publication before voting by membership.

A member of the Executive Committee will be assigned to each standing committee except the Nominating Committee to act as an ex-officio member.

In order to assure a quorum to conduct business committee members need to be consulted as to their availability for possible meeting dates. All committee meetings to be held at the state office must be cleared through the state office to allow reservation of meeting rooms.

All committees shall act by majority of all its members at a meeting or through other communications as permitted by laws of the State of Ohio, or by a statement or statements signed by all its members.

A committee is authorized to take any action or transact any business specifically delegated by the Board.

The Board shall remove any ORTA committee chair for consistent failure defined as non-attendance or inactivity.

Committee chairs are reimbursed for all reasonable expenses incurred while attending ORTA Board meetings and conducting other ORTA business other than at their own chapter meetings. Committee Chairs are not reimbursed for attending meetings of the Ohio Legislature or STRS unless their attendance is requested.

RESPONSIBILITIES OF REGIONAL LIAISONS

Liaisons from each of the five regions(NW, SW, NE, SE,C) serve three year terms and are elected in the spring of each year when elections are necessary. Liaisons may succeed themselves multiple times. ORTA members wishing to serve as a liaison may notify the ORTA office of their desire to run for a liaison position and the ORTA office will arrange to conduct an election at the completion of the current serving liaison for that region.

Responsibilities to the ORTA Board:

1. Attend the state-wide ORTA Board meetings(Spring,Fall) and vote on matters presented to the ORTA Board.
2. Communicate the needs and interests of the region to the ORTA office and ORTA Executive Committee.
3. Coordinate Regional Meetings including Local Chapter Officers and participate in training as needed.
4. Chair/serve on ORTA state-wide committees as appointed by the ORTA President/ Executive Committee.
5. Be familiar with the Bylaws, Standing Rules, and other other information in the ORTA Leadership Handbook.
6. Participate in decision making and policy making functions of the ORTA Board.
7. Complete and submit to the ORTA office, a year end report of accomplishments and activities of the Local Chapters and Region.

Responsibilities to the region:

1. Attend Local Chapter meetings within the region as appropriate to update them on ORTA information.
2. Establish regular means of communication with Local Chapter Officers and work cooperatively with those individuals in matters of importance to ORTA and the individual Local Chapters.
3. Promote membership and participation in ORTA and in Local Chapters.
4. Participate in leadership training or other meetings in cooperation with Local Chapters and ORTA initiatives.
5. Complete and submit to the Local Chapters a year-end report of accomplishments and activities of the region.