

# **Arkansas Association of College And University Business Officers**

## **Officer Assignments and Meeting Preparation Guidelines**

### **Secretary/Treasurer**

1. Secure AACUBO mailing list from prior Secretary/Treasurer and update as necessary.
2. Secure treasury funds from prior Secretary/Treasurer and maintain AACUBO account.
3. Provide for collection of annual membership dues and registration fees prior to meeting and at meeting, properly record, and provide receipts as necessary.
4. Prepare and disburse payments for scholarships, expense reimbursements for postage, printing, and other organizational expenses as approved by the President or AACUBO Board.
5. Take notes at board meetings and Annual Meeting; prepare minutes.
6. Assist with Annual Meeting (may vary somewhat from year to year):
  - a. Provide for name tags
  - b. Keep registration and attendance records
  - c. Assist in preparation and distribution of meeting notices, registration packets and information folders.
7. Provide SACUBO and NACUBO with periodic information about AACUBO activities as requested, or appropriate.

### **President Elect:**

1. Provide incoming Secretary/Treasurer with the following:
  - a. Copy of AACUBO mailing list
  - b. Treasury funds
  - c. Forms for membership dues and registration
2. Develop Annual Meeting program content to fit meeting.
3. Arrange speakers and attend to their needs for maps, parking, AV, introductions, name badges, payments when required, etc. Secure advance authorization from President and/or Board for speakers requiring payment.
4. Provide minutes from prior year meeting and Treasurer's Report to go into information folders.
5. Coordinate distribution of speaker handouts.
6. Provide overview of program to membership at Annual Meeting.
7. Secure commemorative plaque and present to outgoing President at Annual Meeting.

**President:**

1. Arrange and chair meetings of AACUBO Board – normally in January, May, August at Annual Meeting site, and evening prior to Annual Meeting.
2. Coordinate SACUBO Regional Workshop (if held).
3. Coordinate Host Committee activities.
  - a. Hotel selection and booking
  - b. Food service
  - c. Transportation
  - d. Information Folders
  - e. Golf Tournament
  - f. Entertainment at Banquet
  - g. Sponsors
4. Coordinate mailing of meeting information notices to membership in July and Registration Packets in mid August to primary representatives, retirees, state agency guests and speakers. Registration Packets should include the following.
  - a. Cover letter
  - b. Program agenda
  - c. Hotel reservation information
  - d. City/campus maps or information
  - e. Golf tournament information and registration forms
  - f. AACUBO membership dues and registration forms with instructions
  - g. Information regarding parking and facilities
  - h. Lifetime member nomination form
5. Coordinate mailing and receipt of Scholarship Applications. Provide copies to Board for consideration prior to meeting.
6. Coordinate preparation of Annual Meeting information folders and goodie bags. The information folders should contain the following.
  - a. Final program agenda
  - b. List of pre-registered attendees
  - c. List of past presidents, year, and meeting site
  - d. Chamber of Commerce information of host city and/or host university information.
  - e. Pencil and paper
  - f. Name badge with meal ticket