

NLGA Board – Roles

President

- The President’s most important duty is to preside over meetings. As outlined in Robert’s Rules of Order, the President should take an impartial position on all items for discussion and see that there is an opportunity for minority opinion to be expressed as well as the majority. The President is to guide the process for decision making among the Board.
- Required meetings for the President include:
 - Board meetings
 - Spring Kickoff event
 - Annual Membership meeting
 - Special board meetings
 - Any other public event the Board feels presidential representation is needed, including media and PR events
- The President is to schedule meeting times and locations, inform all board members of the time and place of board meetings, and create/distribute an agenda.
- The President should be a regular participant of leagues, outings, and clinics.
- The President shall have regular communication with the VP on all matters of interest to the association.
- The President shall monitor the NLGA yahoo account (nlgainfo@yahoo.com), and distribute emails to appropriate entities.

Vice President

- The Vice President attends board meetings and should be a regular participant of leagues, outings, receptions and meetings.
- The Vice President will preside over meetings the President is unable to attend.
- The Vice President shall have regular communication with the President on all matters of interest to the association.

Treasurer

- The Treasurer coordinates regular visits to the NLGA PO Box.
- The Treasurer communicates regularly with committee chairs about payments for events.
- The Treasurer makes regular bank deposits.
- The Treasurer maintains records of member payments for events.
- The Treasurer writes checks for Board approved expenses.
- The Treasurer prepares and distributes a Treasurer's report via email prior to monthly meeting and discusses the information at each monthly Board meeting.
- The Treasurer prepares the annual budget and obtains Board approval.
- The Treasurer coordinates and schedules the annual audit of NLGA financials.
- The Treasurer files Form 990 with IRS annually, and renews the NLGA annual business license.
- The Treasurer attends Board meetings and should participate in leagues, outings, and clinics.

Secretary

- The Secretary attends Board meetings and takes minutes. If there is a need to be absent, the Secretary should identify a backup who is comfortable with taking minutes for that meeting
- Within a week of each Board meeting, the secretary will email minutes to all Board members to review prior to discussion at next Board meeting.
- The Secretary maintains minutes in an organized fashion, and interprets minutes for any additional discussion.
- The Secretary maintains the master copy of the NLGA Articles of Incorporation, Bylaws, Board and Committee Guidelines.
- The Secretary attends leagues, outings, and clinics.

Members at Large (3)

The primary responsibility of the Members at Large is to be a liaison between the NLGA membership and the Board by regularly attending monthly Board meetings, leagues, outings, and clinics. Additional responsibilities include:

- Representing the members and their concerns to the Board.
- Assuming other necessary roles as the Board assigns, including chair or co-chair of a committee, special projects or assistance with those committees needing additional resources.