

ASFMRA EXECUTIVE COUNCIL

Committee Purpose and Procedures

Purpose: The Executive Council functions as the Society's ultimate governing body. As such, it is responsible for setting the strategic direction and annual budget of the Society along with on-going oversight of Society finances and operations.

Performance Metrics:

- Achieving goals set forth by the Council
- Insuring financial stability of the organization

Composition:

- The Executive Council shall consist of no more than fifteen individuals including the President, the President-Elect, the First Vice President, the Academic Vice President, the Immediate Past President, seven District Vice Presidents, and two Young Professionals Network (YPN) Vice Presidents. The Executive Vice President shall be a non-voting member of the Executive Council. All members of the Executive Council, except the EVP/CEO, must be voting members of the Society in good standing.

Tenure:

- Officers including the President, the President-Elect, the First Vice President and the Immediate Past President shall each serve a one-year term commencing on the first day of the fiscal year of the Society.
- The Academic Vice President, the seven District Vice Presidents, and the two Young Professionals Network (YPN) Vice Presidents shall serve three-year staggered terms commencing on the first day of the fiscal year of the Society.

Primary Activities:

- Council Members prepare for Council meetings by reading the materials forwarded to them, completing surveys, reading the e-news, and communicating with Chapter leaders. Council (leaders) maintain awareness of opportunities for the ASFMRA and members who exhibit leadership potential.
- Council's main responsibility is the financial well-being of the ASFMRA. Policy is set or programs are established which secure adequate resources to accomplish the task.
- Council members (attend functions and) represent the Executive Council at chapter, national, and other professional meetings. These meetings are opportunities for Council members to learn the needs and challenges of the members, while providing opportunities to share the goals, direction, and accomplishments of the ASFMRA.
- Council creates effective, legal, ethical, and financially responsible policies. These policies are the foundation for the management provided by the Executive Vice President/CEO. The EVP/CEO is responsible for the implementation of these policies in the administration of the ASFMRA.
- Council supports the Executive Vice President/CEO as he/she manages the daily operations of the organization and supervises the staff.
- Council members may serve as Liaisons for one or more Committees. Each Committee

Liaison maintains contact with the Committee Chair on a regular basis and provides feedback to Council. Liaisons also attend Committee meetings to inform them of activities of the Executive Council or the actions of other Committees.

Meetings: In a typical year, there are three in-person meetings. The first meeting is held in conjunction with the ASFMRA Annual Conference, the second is the Spring Planning Meeting, and the third is held in conjunction with Education Week. Conference calls are scheduled in all other months and as needed.

Procedures:

- Three Quarters (3/4) of the number of the voting members of the Executive Council shall constitute a quorum for all meetings of the Council. The vote of a majority of the Council members present at a meeting at which a quorum is present shall be the act of the Executive Council. In the absence of a quorum at any such meeting, a majority of the Council members present may adjourn the meeting.
- A vacancy on the Executive Council shall be filled by the Nominating Committee according to Article XII, Section E of the Bylaws.
- Removal. Officers may be removed as provided under Article XII, Section E of the Bylaws.

Support Staff: EVP/CEO and other ASFMRA Staff as needed