



# The Governing Board

| Position                               | Duties and Responsibilities   |
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| <p><b>President</b></p>                | <p>Chief executive officer of the association shall preside at all meetings of the association and the Governing Board; appoint members of Standing Committees; designate Committee Chairs, serve as ex officio member of all committees; logistics/agenda for board meetings; recruit potential sponsors for state conference; attends ASCA conference, LCA and LSCA board meetings</p>  |
| <p><b>President - Elect</b></p>        | <p>Shall in the absence of the President perform all duties of the President, shall serve as Program Committee Chair, shall assume the duties of the President in the next ensuing year; plan and execute LSCA Luncheon at conference, create sponsorship invoice for LSCA luncheon; recruit potential sponsors for state conference; establish mentorship for new officers; attends ASCA conference and LSCA board meetings.</p> |
| <p><b>President - Elect Elect</b></p>  | <p>In the absence of the President and President-elect, shall preside over the Governing Board meetings and serves as chairman of the Strategic/Long Range Planning Committee. Also, they shall attend LSCA Luncheon at conference; develop LCA Conference Memborbila - t shirts &amp; sweatshirts; manages conference table assignments and attends LSCA board meetings.</p>   |
| <p><b>Immediate Past President</b></p> | <p>Shall perform such duties as may be directed by the Governing Board and shall be the chairman of the Nominations and Elections Committee. Also, they shall also manage nominations and elections; create, print, and tally ballots; establish mentorship for new officers; introducing new officers to by-laws &amp; procedures; attend LSCA Board meetings and manage conference table.</p>                                   |



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| <p><b>Vice-<br/>Presidents</b></p> | <p>The four VPs (Elementary, Middle, Secondary, Post-Secondary) shall coordinate their programs with state programs, shall serve on the Membership Committee, and shall be responsible for generating interest and activities within their respective work settings. Each VP is charged to organize volunteers; expected to present at conference, organize networking meeting, attend LSCA Board meetings, and manage conference table</p> |
| <p><b>Secretary</b></p>            | <p>Shall keep the records of all meetings, shall submit a report at the business meeting, shall perform such other duties as are incidental to this office, and shall be an exofficio member of the Governing Board</p>   |
| <p><b>Treasurer</b></p>            | <p>Shall collect and disburse the funds of the association, shall submit financial statements as directed by the President or Governing Board, shall submit a complete fiscal report at the close of the fiscal year, shall work with the bookkeeper, and shall be an exofficio member of the Governing Board. The Treasurer serves as the chairman of the Finance Committee.</p>   |
| <p><b>Parliamentarian</b></p>      | <p>Shall be present at all meetings of the association, shall be an exofficio member of all committees including the Governing Board, shall advise the presiding officer on points of parliamentary law and give similar advice to members and the Governing Board upon request</p>   |