



Board Positions

President

Qualifications:

- Must be a member in good standing and current on membership dues.
- Must have previously functioned in a leadership position within UEP.
- Must be knowledgeable of UEP guidelines and procedures.
- Must exemplify the qualities of professionalism and ethical conduct.
- Must promote the objectives of the Organization.
- If employed at an educational institution, must have the approval his or her supervisor to serve.

Duties:

- Preside over all meetings of the Organization, excluding Advisory Board Meetings.
- Be empowered to appoint all committees and those who shall assist all elected officers.
- Serve as ex-officio of all committees except the nominating committee.
- Preside over monthly and annual meetings.
- Chair the Elke Ferris Service Award and the Lynne Shivers Leadership Award selection process and create other awards as he or she deems appropriate.
- Preside over the annual Executive Board Strategic Planning Retreat.

First Vice President

Qualifications:

- Must exemplify the qualities of professionalism and ethical conduct.
- Must promote the objectives of the Organization.

- If employed at an educational institution, must have the approval his or her supervisor to serve.

Duties:

- Oversee the planning of the Annual Education Conference.
- Serve for the President in the absence of the President or when so requested by the President.
- Perform all other duties as prescribed by President.

Second Vice President

Duties:

- Oversee the planning for the Annual Vendor Showcase.
- Preside in the absence of the President and First Vice President.
- Perform all other duties as prescribed by Executive Board.

Secretary

Qualifications:

- Must be experienced and knowledgeable of administrative duties and responsibilities.
- Must have their own computer and be willing to use it for purposes of executing the office of Secretary in UEP.
- Must be knowledgeable of office machines and equipment.
- Must have proficient knowledge and use of electronic mail (e-mail) and the internet
- Must have familiarity with Microsoft Office Suite (MS Word, Power Point, Excel, etc.)
- Must have the ability to draft and disseminate necessary correspondence.
- Must promote the objectives of the Organization.
- If employed at an educational institution, must have the approval his or her supervisor to serve.

Duties:

- Oversee the planning of the monthly educational workshops.
- Record the proceedings of the Executive Board Meetings and will keep an accurate record of such proceedings. Copies of the proceedings

shall be provided to the President thirty days prior to the Executive Board meeting.

- Keep the President informed of all proceedings with a copy thereof, and provide requested information to the other Executive Board and committee leaders upon request.
- Be responsible for keeping an up-to-date record of all new by-laws, committee heads and roster of members.
- Coordinates the logistics for the annual Executive Board Strategic Planning Retreat.

Assistant Secretary (if applicable)

- Qualifications will be the same as those of the secretary.
- The Assistant Secretary shall serve for the Secretary in the absence of the Secretary or when so requested by the President.

Treasurer

Qualifications:

- Must be experienced in bookkeeping and accounting
- Must have familiarity with Microsoft Office Suite (MS Word, Power Point, Excel, etc.)
- Must have proficient knowledge and use of electronic mail (e-mail) and the internet
- Must promote the objectives of the Organization.
- If employed at an educational institution, must have the approval his or her supervisor to serve.

Duties:

- Collect registration monies turned in at the monthly educational workshops and record the amount that is given to a member of the Advisory Board to deposit in the bank. All collected funds must be deposited in the bank within 48 hours.
- For any monies received between monthly sessions, the Treasurer shall record the funds and give the money to a member of the Advisory Board to deposit in the bank. All collected funds must be deposited in the bank within 48 hours.
- Record all receipts and disbursements
- Maintain the account and provide a quarterly report to the President.
- Create an annual report and provide a copy to the Executive Board.

- Ensure that accurate financial records are kept in accordance with standard accounting procedures, and shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the Executive Board.
- Submit a quarterly report on the financial standing of UEP to the Executive Board and/or upon request by the Executive Board.

Assistant Treasurer (if applicable)

- Qualifications will be the same as those of the Treasurer.
- The Assistant Treasurer shall serve for the Treasurer in the absence of the Treasurer or when so requested by the President.