



CORPORATION REPRESENTATIVE

ABA Job Description

BASIC FUNCTION

As a current Connecticut Statutory Resident Agent, continue to correspond and work with the Office of the Secretary of the State of Connecticut, as well as other State Divisions and Offices, to fulfill all of the legal obligations of any corporation organized under Chapter 600 of the General Statutes of Connecticut.

CORPORATION REPRESENTATIVE QUALIFICATIONS

1. Be a resident of the State of Connecticut
2. Be able to devote the necessary time to handle the job satisfactorily.

CURRENT PROCEDURES

Work with the Legal Advisor/Executive Board and Treasurer to ensure completion of correspondence and telephone communication necessary to handle the continued incorporation of ABA.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.