



MEMBER AT LARGE

ABA Job Description

BASIC FUNCTION

The Member-at-Large is a member of the Executive Board and the Convention Committee with voice and vote. S/he represents the general membership.

MEMBER AT LARGE QUALIFICATIONS

1. Minimum two years membership in ABA immediately prior to nomination and attendance at two ABA conventions and have held an ABA position as outlined in the Bylaws.
2. Ability to accept special assignments given by the Executive Board.
3. Ability to coordinate and communicate effectively and attend meetings by email, phone and at annual ABA Convention. Board responsibilities are the first priority.
4. Have background knowledge of the workings of ABA.
5. Ability and basic skills to access the internet and familiar with the use of email.

CURRENT PROCEDURES

1. Be a coordinating source of information for the Executive Board and members regarding regional, national and international issues.
2. Gather and provide information and communicate problems and ideas to the President and Executive Board
3. Contact members on a regular basis. Offer help and exchange information; send a copy of each letter/email to the ABA President. This can be done as a 'email blast' sent out to all members with emails by the Website Coordinator under your email address. Answer any questions or thoughts regarding these blasts and report to the board with any pertinent information.
 - a. Encourage participation in and share information about ABA projects and committees.
 - b. Communicate, consult and assist chapters to increase membership
 - c. Share information and ideas for interesting programs and activities for local meetings.
 - d. Correspond and provide information regarding convention plans to chapters.
4. Attend Convention Committee meetings at the annual convention and participate in committee activity via email throughout the year.
5. Keep files of pertinent correspondence and meetings to pass on to the next Member at Large at the end of your term.
6. Consider requests from the ABA President to serve in an advisory position on various committees.
7. Provide answers to questions regarding Zoom meetings. Keep a list of members that have an interest in attending them and forward list to the Moderator.



All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

All ABA positions (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.