

## IALEIA 2009 Election

### Description of Responsibilities of the Officers and Directors

**Term and Composition of Officers and Directors.** The officers and Directors of IALEIA shall be elected by the Regular membership and shall serve on the Board of Directors for a term of two (2) years or until a successor is duly qualified, elected, and installed. The officers and directors of IALEIA shall consist of:

**President.** The President shall: preside at all meetings of IALEIA, the Board of Directors, and the Executive Committee; perform all duties incident or usually pertaining to such position, and those duties delegated or assigned by the Board of Directors; with the advice and consent of the Board of Directors appoint directors should vacancies occur prior to the election meeting; and appoint special committees and special committee chairs as needed.

**Vice President.** The Vice President shall: be responsible for IALEIA strategic planning; succeed to the presidency if the President resigns or is incapacitated, and at the termination of the President's term of office if such office should otherwise be unfilled; preside at meetings in the absence of the President; and perform such additional duties as may be assigned by the President or the Board of Directors.

**Secretary.** The Secretary shall: keep an accurate written record of IALEIA proceedings including all motions approved by the IALEIA Board of Directors and decisions made by the Executive Committee; issue notices of meetings; carry on all correspondence not incident to the functioning of other IALEIA offices, committees or chapters; co-sign with the President all instruments requiring such signatures; serve as custodian of the IALEIA seal; assist the President in preparing meeting agenda; arrange all meetings of the Board of Directors; assist committees; oversee the IALEIA awards program, elections, and proposals submitted to the membership for approval; maintain the bylaws and policy manual; and perform such other duties as may be assigned by the President or the Board of Directors.

**Treasurer.** The Treasurer shall: obtain and maintain custody of IALEIA funds; receive all monies due IALEIA, and deposit IALEIA funds in such bank or banks as the President may direct; maintain all books, records and accounts for inspection by IALEIA officers and members at all times during normal business hours; sign or countersign all checks, notes, orders, payments and drafts made

or signed by the President, and pay out and dispose of IALEIA funds under the general direction of the President; maintain a true account of all monies received and disbursed; present a full report of the financial conditions of IALEIA at each annual or special meeting; annually prepare a budget and present it to the full Board of Directors for approval; and give a surety bond for the faithful performance of duty in such amount as shall be determined by the full Board of Directors. The fee for such bond shall be paid from IALEIA funds.

**Professional Development Director.** The Professional Development Director oversees all matters regarding the professional development of members including training, education, career development, IALEIA Certification, and professional ethics.

**Communications Director.** The Communications Director creates communication strategies to present a consistent message and professional depiction of IALEIA; oversees IALEIA publications, including the *IALEIA Journal* and the *IntelScope*; and coordinates IALEIA website content provided by the Board.

**Membership and Outreach Director.** The Membership and Outreach Director devises membership retention and recruitment strategies; sustains contact with and service to the current membership; and conducts outreach campaigns and surveys of IALEIA members, and analytical and related communities in order to generate greater interest in IALEIA.

**Partnership Director.** The Partnership Director is the liaison with corporate, academic and other organizational partners to attract support and involvement in IALEIA; interacts with and secures support from sponsors; develops initiatives beneficial to IALEIA and appropriate partners; and plans and coordinates the annual IALEIA conference.

**International Director.** The International Director generates increased membership and support for the organization as well as advancing the reputation of IALEIA outside the United States of America by: delivering the message of its mission throughout the international community; coordinates outreach, communications and other liaison functions in the international marketplace; builds new and maintains current IALEIA chapters worldwide; and improves the efficiency, effectiveness and management of each chapter's business process. (The International Director position is open only to IALEIA Regular members with a fluency in English. Citizens of the United States of America are **not** eligible).