



NorthWest Augmentative Communication Society

www.nwacs.info | info@nwacs.info

Board Member Role: **PRESIDENT**

Board Member Benefits:

- Connect and network with colleagues and mentors in the field of AAC
- Learn and grow your knowledge in AAC/AT
- Complimentary conference registration
- Flexibility and support from your fellow board community
- For professionals:
 - continuing education opportunities
 - an activity to add to your curriculum vitae

What You Can Expect As A Board Member:

- Length of term: no requirements; ideally at least 2 years
- Meeting attendance
 - Monthly board meetings (~1 hour)
 - Volunteer meetings (~1 hour; biannually to quarterly)
 - Evening Seminars (~1 hour; biannually)
 - Annual Fall Conference (full-day event once per year)
- Contribute 1-2 blog posts per year

General Responsibilities:

- Attend and actively participate in monthly board meetings, including sharing relevant updates
- Attend other NWACS events to support our mission, vision, and values
- Report input to the President or Vice-President in advance of a board meeting you will be missing
- Respond to board emails in a timely manner
- Participate in projects or committees
- Assist in recruiting volunteers and future board members
- Contribute to the NWACS blog as you are able

Specific Responsibilities:

- Ensure all NWACS activities align with the organization's mission, vision, and values
- Board Meetings: coordinate with the Secretary on agenda, run monthly meetings, call for votes as needed, review meeting minutes, manage the scheduling of monthly meetings
- Member Management: assist board members as needed, assign chairs of various committees
- Organizational Management: revise mission, vision, values as needed, annual survey to reach stakeholder groups, collaborate with Content Developer for annual goals, create and manage internal documents (e.g., handbooks, instructional aids)
- Communication with Stakeholders: yearly message from the board
- Work with Secretary and Treasurer to manage necessary licensure, documentation, and mailing address
- Annual Fall Conference: present opening remarks, provide oversight of conference
- Recruitment of new members