

Why volunteer for division leadership? Why not!

Volunteering to serve as a division officer may indeed seem like a leap into the unknown. The challenge is well worth it, however. Division leadership provides enormous opportunity, both professionally and personally – everything from developing new skills by participating in the association at a different level to making important business connections as you get to know more division members to gaining a newfound sense of satisfaction from sharing your experience and ideas. Bottom line? Volunteering gives you more in return than you can possibly imagine.

ATA Bylaws Requirements:

All division officers must be (a) members of their Division and (b) voting members of the ATA.

Successful candidates will have the following characteristics:

- Commitment, dedication, and a willingness to get the job done.
- Vision, a sense of what should be done, and a sense of direction.
- The ability to involve others and delegate responsibilities.
- The ability to listen, to accept good advice from all sources, and balance it against one's own judgment and vision for the good of the Division.

Division Officer Job Descriptions:

Individual job descriptions are listed below. These may vary from division to division, according to division bylaws, and not all divisions have Secretary and Treasurer positions. Any of these duties may be delegated by the Administrator to members of the Division.

Administrator

- Performs the duties of the presiding officer of the Division, including conducting the Division's Annual Meeting at the Annual ATA Conference.
- Oversees Division activities, including publication of the newsletter and planning of conference programs.
- Keeps all Division records and is responsible for financial matters, including preparation of Division's annual budget and authorization of all Division expenses.
- Submits an annual report and financial statement to Division members and to the Board of Directors of the Association.
- Oversees biannual Division elections, including appointment of Nominating Committee, publication of the call for nominations, and mailing of ballots.
- Is the principal representative of the Division in dealings with other organizations.
- Serves as the communications link between the Division, Board, and the Association Headquarters.
- Keeps Division members informed of Division and Association events, policies, and activities.
- Appoints committee heads, as provided in Division Bylaws.
- Organizes other special activities, including, but not limited to, Annual Division Conference, special publications, coordination of articles for *The ATA Chronicle*, maintenance of website and email listserv.

Assistant Administrator

- Assists the administrator as required.
- Takes an active interest in activities of the Division.
- Replaces the administrator in his or her absence or in the event that the administrator is incapacitated until elections are held, if necessary.

Secretary

- Assists the administrator as requested.
- Prepares minutes of all the Division's meetings.

Treasurer

- Keeps all Division financial records.
- Prepares a financial report for the Division's annual business meeting.