
The following guide serves as a reference to board members transitioning into an officer position (or from one officer position into another officer position). Recall, at the beginning of each calendar year, the officers automatically rotate to the next higher office (i.e., Secretary/Treasurer to Vice President; Vice President to President; President to Past President). *Note, the director that is voted on by the board to fill the Secretary/Treasurer office must be voted on by the general membership at the Q1 meeting before s/he is officially given the office.*

1. Immediate Past President

- a. **Schedules date, time, and location for annual directors' planning meeting.**
 - i. Three (3) hour meeting (i.e., 10:00 a.m. to 1:00 p.m.).
 - ii. Schedule meeting around lunch hour to permit officers ability to serve their clients and employers before and after director's meeting.
 - iii. Solicit members' firms or employers to sponsor lunch to directors during annual planning meeting.
- b. Contacts incoming president and shares information that may assist incoming president in developing agendas for both the directors' annual planning meeting and future quarterly meetings.
- c. Delivers copy of council's post office box key to incoming secretary/treasurer at directors' annual planning meeting.

2. President

- a. Prepares agenda for director's annual planning meeting and quarterly meetings.
 - i. The annual planning agenda includes action items to address for current year's application for NAEPC's Council of Excellence Award.
 1. Note, it may be worthwhile to appoint a board member (or the secretary) to chair this initiative to ensure various aspects of the application are being timely executed.
 2. Agenda highlights president's vision/purpose for upcoming year.
 - ii. Contacts the vice president and secretary/treasurer to discover topics they wish to add to the agenda for the board's quarterly meetings.
- b. **Secures the location for the directors' and quarterly members meetings with Bryant Bank (or other venue provider) for the current year (and preferably for the following year as well).**
- c. Oversees the planning, communication and execution of quarterly meetings and special events that further the president's vision/purpose for upcoming year.
- d. Leads efforts in securing non-dues-based revenue for the council (i.e., seeks firm and corporate sponsorships).
- e. Leads efforts in the retention and recruitment of members.
- f. Leads efforts to recruit members for service on the board of directors.
- g. Identifies, and upon board approval, and submits council members to NAEPC's Council Nominated AEP program.

3. Vice President

- a. As the immediate past secretary/treasurer, the vice president will perform the following duties before or at the annual directors' planning meeting:
 - i. **Send out dues invoice to members in December or January through the council's website.**
 - ii. Bring Q4 board meeting notes to meeting for review and vote.
 - iii. Bring latest Regions Bank checking account statements (December and January) that were created after the Q4 board meeting for review and vote.

- iv. Takes notes of directors' annual meeting (and distributes notes to directors sometime afterwards via email, preferably through council's website's communication section).
 - b. **Contacts the incoming secretary/treasurer, at least two (2) weeks prior to the directors' annual planning meeting, to discuss or deliver the following items:**
 - i. Ensure s/he has administrative privileges in the council's website, so s/he can update the member directory, send out dues' invoices to members through the communication function of the website, etc.
 - ii. Delivers past meeting notes (or meeting note templates) that may assist the incoming officer with his/her duties going forward.
 - iii. Schedules time to meet at Regions Bank branch to add Secretary/Treasurer to account (and remove immediate past president and any other former officers from account).
 - iv. Delivers council's checkbook and debit card to secretary/treasurer.
 - v. Delivers membership name badges and materials.
 - vi. Delivers contact information for caterers used in past for quarterly meetings.
 - c. **Oversees the planning, communication and execution of the council's participation in National Estate Planning Awareness Week**
 - i. Typically held in late October
 - d. **Registers to attend NAEP's annual estate planning conference held in November.**
 - i. Early bird registration discounts are given, so look to register during the summer.
 - ii. Note, if the vice president is unable to attend the annual conference, then the secretary/treasurer will be next in line to attend. If neither of these officers can attend, then the president will be next in line to attend. If no officer can attend the annual conference, then a member of the board with aspirations of becoming an officer soon will be offered the opportunity to attend.
4. Secretary / Treasurer
- a. Contacts the incoming vice president (former secretary/treasurer) within a week of the annual directors' planning meeting to discuss the items found in section 3. b. above.
 - b. **CRUCIAL DUTIES OF SECRETARY/TREASURER:**
 - i. Treasurer
 - 1. Ensure vice president (i.e., past secretary/treasurer) sent dues invoices out to members in December or January through the council's website. If not, do so immediately.
 - 2. **At the beginning of February, March, and April, send reminder emails to non-paying dues members to collect dues.**
 - a. Consider using the bcc: option on emails to non-paying members to conceal their identity from other non-paying members (avoid embarrassing members); however, giving each non-paying member the ability to reply to you.
 - 3. At least on a monthly basis, stop by the post office located on 615 Clinton Avenue (P.O. Box 700) and collect mail and dues.
 - a. Deposit dues payments into council's Regions Bank checking account
 - b. Record dues payment receipts on spreadsheet
 - c. Renew P.O. Box rental sometime during the summer (i.e., a renewal notice will be inserted in the box).
 - 4. **Contact a caterer for quarterly meetings two weeks beforehand to select menu and coordinate delivery of lunch.** Use council's debit card to pay for catered lunch.
 - a. Note, a few members do not eat meat, so a lunch menu offering that includes enough variety for these members is appreciated.
 - b. Attempt to ask for RSVPs when sending out quarterly meeting email reminders well in advance to give a caterer an approximate number of lunch attendees.

2. Once the meeting notes are prepared, send the notes out for review (via the council's website's communication's feature to the directors) after the meeting for suggested edits.
3. Bring copies of the previous director meeting notes to the next directors' meeting for final review and vote.
4. **Two (2) weeks prior to the next directors and general membership meeting:**
 - a. Send a reminder email to all members, through council's website's communication feature, informing them of upcoming quarterly meeting and promoting the quarterly speaker.
 - i. Within this email, ask members to share any news they would like you to announce during the member meeting.
 - ii. Note any requests by venue provider. For example, Bryant Bank has sent a map of their parking lot and has highlighted areas in which they request our members to park.
 - b. Send a reminder email to the directors, through the council's website's communication feature, informing them of the upcoming time and location of the next directors meeting.
5. Prepare new name badges for new members and edit name badges for members that change employers, earn a new designation, etc.
6. Assist the council's president or paid administrator, as needed, to communicate with the quarterly speakers (i.e., assist the speaker in selecting preferred hotels while staying in Huntsville, offer preferred dining venues, offer to pick speaker up at airport, if s/he so desires, request copies of his/her presentation materials, etc.).
7. Leads efforts to host NAEPC's monthly Robert G. Alexander webinars at a member's office, provided the council has access to this NAEPC offering.
8. Update the council's website as needed:
 - a. Update calendar with upcoming quarterly meetings or special events (i.e., Estate Planning Awareness Week, joint meetings with affiliated professional organizations, etc.).
 - b. Update the membership directory with new members, current members with changes to their contact information, and remove non-renewing members from current membership directory.