

OACTA BOARD OF TRUSTEES

RESPONSIBILITIES:

- Attend Board Meetings. There are 5 board meetings scheduled, annually. Two of these meetings are held face-to-face. The others are held via conference call. Trustees shall respond to board meeting notices, advising whether they will attend in person or by proxy, or will be unable to attend a noticed Board Meeting.
 - If a Trustee cannot participate in a board meeting, it is their responsibility to designate a proxy, submitted to the OACTA President and Executive Director, in advance of the meeting. It is suggested the proxy should be one of the OACTA committee chairs or vice chairs, as they receive all board meeting materials and are invited to attend board meetings.
- Respond and vote, as requested, in electronic communications.
- Participate actively in discussions and represent the membership.
- Approve OACTA's amicus participation.
- Participate in OACTA events and solicit participation from members and non-members.
- Promote OACTA to potential sponsors.
- Serve as a liaison to a sponsor at the annual meeting.
- Actively recruit OACTA members and participate in renewal campaigns.
- Participate on or Chair a Substantive Law Committee.
- Serve as a Member of the OACTA Foundation and participate in one annual meeting of the Foundation, to be held at the end of the OACTA Annual Meeting Board Meeting.

TERM OF OFFICE:

- The term is one year. The Nominating Committee shall present a slate to the membership, annually. There is no limit to the number of terms a Trustee may serve. The term of office shall begin at the conclusion of the OACTA Annual Meeting. Trustees are to serve until the conclusion of the OACTA Annual Meeting.

OACTA OFFICERS

PRESIDENT

- Preside at all meetings of the Executive Committee and the Board of Trustees.
- Serve on the Executive Committee.
- Appoint the chairpersons and members of Standing and Special Committees, subject to the approval of the Board of Trustees.
- Be an ex-officio member of all committees and may appoint members to committees, as defined by OACTA policy.
- Involve and inform the President-Elect of OACTA affairs and correspondence.
- Provide the Executive Director an agenda for distribution to all board members prior to any board meeting.
- Prepare a President's Message for each issue of The Update and The Quarterly Review.
- In conjunction with the Executive Director, assure that all materials are submitted to the Nominating Committee per OACTA code of regulations.
- Attend and represent OACTA at the DRI Leadership Conference, Regional Meeting, Annual Meeting, and any others, as directed by the Board of Trustees.
- Serve as Chair for the Annual Meeting.
- Serve on the Board of Directors of the OACTA Foundation and participate in one annual meeting of the Foundation, to be held at the end of the OACTA Annual Meeting Board Meeting. The term is one year.

VICE PRESIDENT

- Assume the duties of the President, upon request of the President or when the President is absent or is otherwise unable to perform the duties of her or his office.
- Serve on the Executive Committee.
- Attend and report at Executive Committee Meetings and Board of Trustees meetings, as scheduled.
- Remain current with all activities of the association in preparation of the Office of President.

- Chair the following Executive Support Committees: Committee and Strategic Plan Oversight.
 - Ensure the Substantive Law Committees all have a chair and vice chair.
 - Provide the annual Substantive Law Committee Chair orientation.
 - Provide ongoing monitoring and leadership for implementation of the Strategic Plan.
 - Ensure Committees have plans for member engagement.
- Provide input and approval for expert witness database entries, webinars, and the OACTA Online On-Demand Library, as needed.
- Attend and represent OACTA at the DRI Regional Meeting, Annual Meeting, and any others, as directed by the Board of Trustees.
- Serve as Chair for the Annual Session (during the presidency year) and appoint Annual Session Moderator for the prior year, who will serve as Annual Session Chair in the year of presidency.
- Serve on the Board of Directors of the OACTA Foundation and participate in one annual meeting of the Foundation, to be held at the end of the OACTA Annual Meeting Board Meeting. The term is one year.

TREASURER

- Serve on the Executive Committee.
- Attend and report at Executive Committee Meetings and Board of Trustees meetings, as scheduled.
- Chair the following Executive Support Committees: Finance and Sponsor Relations.
 - Ensure outreach to existing and potential sponsors.
 - Report on Sponsorship status at the Board of Trustees Meetings.
- Present financial reports to the Board of Trustees at the Executive Committee and Board of Trustees meetings.
- Work with the administrative office to ensure the receipt of monies of the association and payment of bills.
- Submit a draft of the budget to the Board of Trustees.
- Work with the Executive Director to ensure annual filing with the Internal Revenue Service.
- Ensure the audit or audit review of the association is conducted in accordance with the current policies.
- Approve any transfers in or out of the long-term investment account.
- Ensure implementation of the Strategic Plan.
- Attend and represent OACTA at the DRI Regional Meeting.
- Serve on the Board of Directors of the OACTA Foundation and participate in one annual meeting of the Foundation, to be held at the end of the OACTA Annual Meeting Board Meeting. The term is one year.

SECRETARY

- Serve on the Executive Committee.
- Attend and report at Executive Committee Meetings and Board of Trustees meetings, as scheduled.
- Chair the following Executive Support Committee: Membership.
 - Work with the Membership Chair to ensure recruitment initiatives are implemented.
 - Work with the Membership Chair to ensure outreach to non-renewals.
 - Report on Membership at the Board of Trustees Meetings.
- Ensure the code of regulations (bylaws) are up-to-date and available.
- Work with the Executive Director to ensure the necessary forms for tax-exempt association status are on file.
- Work with the Executive Director to ensure the membership records are maintained.
- Ensure implementation of the Strategic Plan.
- Attend and represent OACTA at the DRI Regional Meeting.
- Serve on the OACTA Mentorship Program Task Force.
- Serve on the Board of Directors of the OACTA Foundation and participate in one annual meeting of the Foundation, to be held at the end of the OACTA Annual Meeting Board Meeting. The term is one year.

IMMEDIATE PAST PRESIDENT

- Serve as an ex officio voting member of the Executive Committee and Board of Trustees.
- Attend Executive Committee Meetings and Board of Trustees meetings, as scheduled.

- Chair the Nominating Committee (comprised of the prior five presidents), and adhere to the Nominating Committee process.
- Serve on the OACTA Mentorship Program Task Force.
- Serve as President of the OACTA Foundation. OACTA Officers serve on the Board of Directors of the OACTA Foundation and participate in one annual meeting of the Foundation, to be held at the end of the OACTA Annual Meeting Board Meeting. The term is one year.