



SODAKSACA BOARD RECRUITMENT/VOLUNTEER FORM

SoDakSACA is a membership-based organization that is the South Dakota affiliate of the National Afterschool Association.

The mission of SoDakSACA is: to promote quality Out-of-School Time programs for children and youth through professional development and public advocacy.

Please complete the information below and email to sodaksaca@gmail.com.

NAME: _____

AGENCY: _____

POSITION: _____

CURRENT POSITIONS AVAILABLE: (Duties of these positions are on the second page of this document.)

President

Financial Management Division Vice President (Treasurer)

Professional Development Division Vice President

Eastern Representative

Western Representative

The board has 14 members, four of whom are liaisons of state departments. The work of the organization and the sponsored events are solely the responsibility of this board and the committees that may be formed. Although attendance at all events is not a requirement, it is encouraged.

PLEASE WRITE ONE PARAGRAPH DETAILING WHY YOU WISH TO BE A PART OF THE SODAKSACA BOARD AND THE SKILLSET YOU HAVE FOR THE POSITION:

I AM INTERESTED IN THE SODAKSACA BOARD POSITION AND CAN FULFILL THE DUTIES OF THE POSITION.

SIGNATURE: _____ **DATE:** _____

YOUR SUPERVISOR MUST BE SUPPORTIVE OF YOUR BOARD PARTICIPATION, AND WE ASK THAT YOU GET THEIR SIGNATURE INDICATING THE SUPERVISOR IS AWARE OF YOUR COMMITMENT TO THIS AND THE TIME AND POSSIBLE COST INVOLVED. MEETING EXPENSES ARE PAID AT STATE RATES, BUT TIME PARTICIPATING IS NOT PAID.

SIGNATURE: _____ **DATE:** _____

President

- Call, set agenda for, and preside at all Board and membership meetings.
- Appoint standing and ad hoc committee chairs in conjunction with the corresponding Vice President and with board approval.
- Present an annual report to the membership at the annual conference.
- Represent SoDakSACA in professional and public settings.
- Attend all Board and membership meetings.
- Act as ex-officio member of all committees.

Financial Management Division Vice President (Treasurer)

- Record and distribute minutes of all Board and membership meetings.
- Prepare correspondence at the direction of the Board.
- Distribute notices of upcoming meetings.
- Maintain Board business and legal records.
- Process membership applications & maintain up-to-date membership list.
- Act as custodian for all records except the financial records.
- Attend all Board and membership meetings.
- Oversee Bylaw & Procedures Committee, Personnel Committee, Nominations Committee, and other ad hoc committees as requested by the President/Board.

Professional Development Division Vice President

- Attend all Board and membership meetings.
- Oversee the Conference Committee, Training Committee, Program Improvement & Accreditation Committee, and other ad hoc committees as requested by the President/Board.

Regional Representatives- One East and One West

- Attend all Board and membership meetings.
- Act as liaison between SoDakSACA and their local/regional Out of School Time programs.
- Serve on at least one Standing Committee.
- Represent SoDakSACA at regional events.