

**San Diego American Association of Zoo Keepers
Board of Directors Positions
2012**

Board Administrative Directive

A local chartered chapter of AAZK shall elect Executive Officers to organize and operate the functions of that chapter.

Executive Officers shall be defined as President, Vice-President, Secretary and Treasurer. At the discretion of the chapter membership, the chapter may also have one or more Vice Presidents, Assistant Secretaries or Assistant Treasurers. The chapter may appoint such other officers as the conduct of the chapter may require.

All Chapter Officers shall be members in good standing with AAZK.

All officers of the chapter shall be chosen by the voting membership of the chapter in accordance with the provisions of the Articles of Bylaws, of each chapter.

All Chapter Officers must qualify to hold office at a chapter level. Only members in good standing in the categories of Professional and Affiliate or only members in categories prescribed by local chapter bylaws are eligible to hold elective office at the chapter level.

Student Members in good standing may hold elected or appointed office in Student Chapters.

Each elected officer shall hold their office until their term is completed, resignation, removal or the person is otherwise disqualified to serve, or their successor shall be elected and installed.

**Most positions have voting rights regarding San Diego and National AAZK affairs.
Positions that DO NOT have voting rights during the 2012 term are Social Media Officer and one Supporting Board position.**

Executive Officers are positions that are required by the National AAZK, Inc.

Subordinate Officers are positions that have been appointed by SD AAZK due to its business needs.

San Diego AAZK Board of Directors Positions and Duties for 2012 Board Member Term

EXECUTIVE OFFICERS

1. President

The President shall be the chief executive officer of the Chapter and shall, subject to the control of the Chapter Executive Officers, have general supervision, direction and control of the conduct and officers of the Chapter. The President shall preside at all meetings of the membership and at all meetings of the Chapter Executive Officers. The President shall be an ex officio member of all Chapter committees, if any, and shall have the general duties and powers as may be prescribed by the Chapter Executive Officers or these Bylaws.

The President will be responsible for review and official applications for permits, funding and any other written applications as necessary. The President will coordinate with the secretary, vice-president, and treasurer for the annual chapter re-charter.

The President will also be in charge of being the liaison with National AAZK. The prime responsibilities of this position shall be to report and provide information from the AAZK Organization to the local membership (projects, programs, national committees, etc) and to report by written submission on a regular basis to the Association regarding chapter and membership status, function and participation. (A full list of responsibilities can be found in the AAZK Operations Manual Page 203 and can be easily accessed through the member's only section of aazk.org).

The San Diego AAZK liaison officer is also responsible for the coordination and edition of the quarterly publication of SD AAZK's newsletter "*The Keeper*" and SD AAZK's webpage.

2. Vice President

In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have the powers of, and be subject to all the restrictions upon, the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the Chapter Executive Officers or these Bylaws.

As part of the VP responsibilities for the San Diego AAZK, the VP shall keep, or cause to be kept, a membership list, showing the names of the members and their addresses, and the number and date of memberships issued; and the date of suspension, termination or resignation of every membership surrendered for cancellation. The SD AAZK VP will coordinate membership drives and propaganda.

3. Secretary

The Secretary shall keep, or cause to be kept, a book of minutes at the principal offices or other such place as prescribed by the Chapter Executive, with the time and place of holding meetings, whether regular or special, members present or represented at such meetings, and the proceedings thereof. The Secretary shall have other powers and perform other duties as from time to time may be prescribed by the Chapter Executive or these Bylaws.

The Secretary will be responsible for the documentation of business transactions with outside parties and will work with the president on official applications for permits, funding, etc. The Secretary will review and maintain accurate by-laws and chapter records.

4. Treasurer

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Chapter with such depositories as may be designated by the Chapter Executive Offices. The Treasurer shall disburse the funds of the Chapter as may be ordered by the Chapter Executive, shall render to the President and Chapter Officers, whenever they request it, an account of all the transactions as Treasurer and of the financial condition of the Chapter, and shall have such other powers and perform other duties as from time to time may be prescribed by the Chapter Executive or these Bylaws.

The Treasurer shall develop and oversee all guidelines and requests made for SD AAZK funds to benefit individual members of AAZK in personal professional development opportunities. The Professional Development Officer shall be responsible for the development of any future programs benefiting AAZK members. This individual will outline the programs, terms and recommendations for benefit which will then be brought to the SD AAZK Board of Directors for a vote.

SUBORDINATE OFFICERS

5. Fundraising Officer and Event Coordinator

The Fundraising Officer shall oversee all grant requests that will generate income for the chapter or a charitable organization designated as a beneficiary.

The Fundraising Officer is responsible for the coordination of all donations, whether monetary or in-kind (raffle/auction). The fundraiser will keep a record of all charitable donations made by an outside party to the San Diego Chapter (whether monies are designated as chapter funds or will be donated to an outside source).

As Event Coordinator, the fundraising officer will oversee all events for the chapter and, when necessary, coordinate specific Event Committees (whereby the chief organizer of an event may be someone other than the Event Coordinator). In matters that require the board's approval it is the responsibility of the Event Coordinator to bring the matter to the board.

The Event Coordinator shall be responsible for the organization and execution of the annual Bowling for Rhinos event. This shall include all communications with National, communications with the hosting alley, promotional materials and team registrations and check-in.

The Event Coordinator will work closely with the Fundraising Officer or chief organizer during all events requiring funding, auctions, raffles, and/or donations.

As Event Coordinator, the fundraising officer will be responsible for coordinating guest speakers and presentations for the SD AAZK membership.

6. Public Relations Officer

The Public Relations Officer will be responsible for all press releases, media appearances and advertizing opportunities for SD AAZK.

The PR Officer shall oversee the Social Media coordinator, who is responsible for maintaining all social media communications from SD AAZK. These media shall include but not be limited to SD AAZK Facebook, Twitter, MySpace, E-Bay.

7. Conservation Partner Officer

The Conservation Partner Officer shall be responsible for the research and communications with any outside conservation partners. The Conservation Partner Officer will be responsible for making recommendations on outside organizations with whom SD AAZK should partner in projects. The Conservation Officer shall work closely with the Event Coordinator and Public Relations Officer to ensure that both the mission of SD AAZK and the outside organization are correctly portrayed.

8. Volunteer Coordinator

The Volunteer Coordinator shall maintain a list of active volunteers for SD AAZK. These individuals may be SD AAZK members, AAZK members, or any outside individual willing to donate time at SD AAZK events. Information such as contact, strengths and availability will be maintained. The Volunteer Coordinator will act as a consistent liaison with the SDZG volunteer department.

9. Supporting Board Members

Supporting Board Members shall assist all members of the San Diego AAZK Board as needed.

One Supporting Board Member position is a voting member position, while the other is not so as to provide a tie breaking vote.