

Maine Society for Respiratory Care  
Board of Directors  
Duties, Responsibilities, Committees,  
And Legal Considerations  
2020

## Mission

The Maine Society for Respiratory Care (MeSRC), a chartered affiliate of the American Association for Respiratory Care (AARC), is volunteer-based, non-for-profit, professional organization. Through evidence based knowledge, the MeSRC is committed to respiratory health and education for professionals, patients, families and the public throughout the state of Maine.

## Board of Directors

The Board of Directors shall be composed of Officers, Delegates, and Directors-at-Large. The elected officers of the Society shall be: the President, President-Elect, Immediate Past President, Secretary, and Treasurer, all of whom shall be Directors.

## Role of the MeSRC Board of Directors

The role of the Board of Directors is to assure that the MeSRC mission is effectively carried out. Board members will represent the organization in a positive and professional manner at all times. The members of the Board are responsible for assuring that all Society business is carried out in compliance with the MeSRC by-laws.

## Duties and Responsibilities

All board members are responsible for providing leadership for the members of the MeSRC and for participating in developing, evaluating and achieving the Society's annual goals.

Specific duties of officers and directors within the Board will be dictated by the Society's by-laws and are summarized here:

### **President:**

- Preside at all regular and special meetings, the annual meeting and all meetings of the Board of Directors.
- Prepare an agenda for each meeting at which he/she presides.
- Appoint standing and special committees subject to the approval of the Board of Directors.
- Be an ex-officio member of all committees; and

- Present to the Board of Directors and annual report of the Society.

**President Elect:**

- Becoming acting President and assume the duties of the President in the event of the President's absence, resignation, or disability.
- Be Chair of the Society Judicial Committee.
- Be Chair of the Society Nominating Committee.
- Be Chair of the Constitution and By-Laws Committee.
- Other Society duties as designated by the President.

**Secretary:**

- Keep the minutes of the Board of Directors and all regular or special meetings and shall keep a book for such purpose;
- Maintain and communicate minutes of every Society meeting as defined in Article X, Section 4 of the AARC By-Laws.
- Have custody of the seal of Society as well as all-corporate records, official documents, and proceedings of the Society;
- Attest to the signature of all officers of the Society;
- Provide notices of all special and regularly scheduled meetings of the Society.
- Act as the Registered Agent of the Society should no third party be authorized to do so by the Board of Directors and, as Registered Agent, the duties shall include, but not be limited to preparation of the Society's annual report that is to be filed with the Maine Secretary of State's office each year; and
- Perform all duties that may be assigned from time to time by the President or the Board of Directors.

**Treasurer:**

- Be responsible for oversight of all the financial functions of the Society and shall maintain the books of account on all financial records of the Society;
- Approve the payment of all bills and disburse funds under the direction of the Board of Directors in accordance with the approved budget;
- Having signing authority of all checks and other financial documents of the Society in conjunction with the President;
- Prepare a complete written report of the finances of the organization for the preceding year for the annual meeting and aid such other audits as may be directed by the Board of Directors; and
- Be bonded , as may be required by the Board of Directors.

**Immediate Past President:**

- Advise and consult with the President; and

- Perform such other duties as shall be assigned by the President or the Board of Directors.

**Delegate:**

As stated in the bylaws of the AARC, The Delegates shall:

- Attend all meetings of the House of Delegates and report the activities to the respective Chartered Affiliate.
- Attend the Annual Business Meeting of the Association as the representative of the Active Members of the Association within their respective Chartered Affiliate.
- Furnish the Elections Committee with the names of qualified members for nominations as Director-At-Large of the AARC.
- At the direction of their respective Chartered Affiliate, present proposed amendments to the By-laws Committee.
- Perform such other duties of office as may be necessary or required.

**Board Member at Large:**

- Perform such duties as shall be assigned by the President or the Board of Directors.
- Have equal vote of all other directors.