

ASSOCIATION OF STRUCTURAL PEST CONTROL REGULATORY OFFICIALS DUTIES AND RESPONSIBILITIES

The Association of Structural Pest Control Regulatory Officials (ASPCRO) Board of Directors, Committee Chairs, Committee Members and Ad Hoc Work Groups willingly lend their knowledge, skills, and abilities to the association in the furtherance of its mission. The primary role of a nonprofit board is the governance of the organization including the fiduciary responsibility of the organization. This includes establishing the structure, policies, and plans that guide the board and staff members in fulfilling the organization's mission. The Board of Directors act in a manner that is in the best interests of the corporation as opposed to in his or her personal interest. Board Members are expected to:

- Put the interest of the organization first and not use his or her position as a director for the benefit of personal or business interest;
- Stay informed about the affairs of the corporation;
- Attend and participate in board meetings;
- Support decisions of the board; and
- Maintaining the confidentiality of the corporation's business information and operations as appropriate.

Except for the Executive Secretary, no compensation is provided to the association leaderships. The primary duties and responsibilities of each position are outlined below.

BOARD OF DIRECTORS

President

- Represent the association at meetings, workshops, training and other events; (or, if unavailable, designate alternate) including but not limited to:
 - Association of American Pesticide Control Officials (AAPCO) Annual Meeting;
 - Biannual Full SFIREG Meetings;
 - All other events in which ASPCRO has designated a representative, including activities involving:
 - US Environmental Protection Agency (EPA) and other federal agencies;
 - National Pest Management Association (NPMA);
 - American Association of Pesticide Safety Educators (AAPSE);
 - The Pesticide Stewardship Alliance (TPSA);
 - Responsible Industry for Sound Environmental (RISE); and
 - National Association of State Departments of Agriculture (NASDA).
- Preside over mid-year and annual Board of Directors Meetings and Annual Report to the Membership;
- Approve final agendas for mid-year and end of year Board of Directors Meeting and Annual Report to the Membership;
- Conduct a minimum of two Board of Directors Meetings in addition to the mid and end-of-year meetings;
- Assign Committee Chair(s) and approve committee membership;
- Create issue specific Ad Hoc Work Groups, as appropriate;
- Serve as Ex-Officio member of all committees;
- Provide state lead agency perspective and prepare and submit any written comments, concerns, support, etc. on behalf of ASPCRO to EPA, industry, etc.; and
- Primary point of contact for all issues.

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Vice President

- In the absence of the President, act on behalf of the President assuming all duties and responsibilities;
- Serve as Chair of Planning Committee (see Planning Committee Guidance); and
- Ensure mid-year and annual meeting information is current and available on the association's website.

Treasurer

- Maintain association accounts including bank account, certificate of deposit, and credit card;
- Process travel reimbursements for board, committee chairs, and others;
- Serve on Planning Committee;
- For Mid-Year and End-Of-Year Board of Directors Meeting and Annual Conference:
 - Provide and present Treasurer reports to Board of Directors and Annual Report to the Membership including:
 - Current account balances;
 - Status of Sponsorships;
 - Revenue and expense reports for current and three previous calendar years; and
 - Create ad hoc reports as needed.
- Provide onsite registration processing assistance;
- Review final invoices for all meetings and ASPCRO sponsored events to ensure accuracy;
- Ensure final invoices are paid in full and in a timely manner;
- Maintain all financial records in keeping with the Records Retention Policy;
- Ensure Association federal income tax form(s) is submitted annually as required; and
- Maintain Association 501(c) (6) status.

Secretary

- For mid-year and end-of-year Board of Directors Meetings:
 - Provide written minutes of all Board of Directors meetings;
 - Distribute all meeting materials to Board members prior to the meetings;
 - Present previous Board of Directors meeting minutes for approval;
 - Forward draft and final meeting minutes to the Executive Secretary to be posted.
- Provide written minutes of Annual Report to the Membership. Forward draft and final meeting minutes to the Executive Secretary to be posted
- Prior to the mid-year and annual of Directors meetings:
 - Request mid-year and annual reports from all Committee Chairs;
 - Verify attendance and presentation at the mid-year and annual meetings or designee.
 - Request agenda items from President and Board.
 - Prepare draft agendas for mid-year and annual Board of Director's meetings;
 - Prepare draft agenda for Annual Report to the Membership.
 - Submit draft agendas to Board members for review.
- Draft resolutions for annual meeting:
 - Host state;
 - Meeting sponsors; and
 - Others as appropriate.

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Immediate Past-President

- Provide perspective on previous Board actions and activities;
- Actively participate in all Board of Directors Meeting and Annual Report to the Membership;
- Participate on committees as assigned;
- On boarding of new board members; and
- Complete other projects as assigned.

At-Large Member

- Actively participate in all Board of Directors Meetings and Annual Report to the Membership;
- Participate in all Board sponsored activities;
- Keep abreast of issues impacting the regulation of pesticides and pest management for structural industry;
- Present relevant issues to Board;
- Review all draft minutes, committee reports and other information prior to all meetings;
- Participate on committees as assigned; and
- Provide leadership for ad hoc work groups as requested.

Executive Secretary

- Maintain website including current listings for:
 - Executive Board
 - Committee Chairs and Members
 - Member States, Tribes, and Territories
- Post all draft and final minutes for mid-year and end-of-year Board of Directors Meetings and Annual Report to the Membership;
- Post all Committee Reports and relevant resource materials;
- Post mid-year and end-of-year meeting information;
- Submit and present a written report outlining accomplishments and activities for current year to date, and current membership;
- Maintain distribution lists for
 - States, Tribes, and Territories
 - Interested Parties
- Maintain historical documents as appropriate;
- Coordinate mid-year and end-of-year meeting registrations with on-line registration company;
- Coordinate with the Planning Committee Chair and President to ensure effective communication on the progress of registrations for the mid-year and end of year meetings;
- Working collaboratively with Planning Committee and Planning Committee Chair in securing hotel contracts for both mid and end-of years including all contract negotiations.
- Attend both mid-year and annual meetings; participate in conference calls and other special meetings of the Board, Committees or other groups as appropriate;
- Assist host state onsite during mid-year and annual meetings, including, for example, staffing of registration desk;

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- Review and recommend online and other business solutions to assist Association in meeting its goals; and
- Maintain Past President and Hall of Fame Awards (plaques);
- Upon selection of Hall of Fame and Presidential Awardees, have plaques and certificates as appropriate made and sent to annual meeting location.

Committee Chairs

- Conduct meetings of the Committee;
- Working with Committee Members, identify pertinent issues for research and development;
- Identify potential issues for collaboration with other Committees;
- Present and make recommendations for action to the Board in a timely manner;
- Communicate assignments from Board to Members;
- Submit and present a written report outlining the committee's accomplishments at both mid-year and annual Board of Directors Meetings and during the Annual Report to the Membership. Committee Membership
- Notify Board of committee member changes;
- Recommend committee members to the Board for consideration ensuring a representative membership including state/tribal/territorial pesticide regulatory officials; federal or local pesticide regulatory officials; pesticide safety educators; academia; and members of the regulated industry as well as all other interested parties as appropriate; and
- Provide committee member updates to the Executive Secretary; and
- Submit appropriate resources to be posted on the association website to Board for review and approval.

Committee Members

- Actively participate in all Committee Meetings;
- Stay abreast of issues impacting the regulation of pesticides and pest management in the structural industry; and
- Assist in the research and development of Committee specific issues.

Ad Hoc Workgroups

- Actively participate in all Workgroup meetings; and
- Research and develop issue(s) within the established time frame.