



FSA Board of Directors Annual Meeting
Board of Directors Ballot

HOUSTON CHAPTER
FSA BOARD OF DIRECTORS
January 2017- June 2018
Overall roles and responsibilities

All sitting Officers, Vice Presidents, and Directors and Assistant Directors shall:

1. Work with and under the direction of the FSA – DFW Head Chapter,
2. To the degree feasible and possible, model the Houston activities after the FSA-DFW programs.
3. Per the by-laws, attend Board Meetings, fundraising events, and scholarship events throughout the year:
 - i. Golf Tournament
 - ii. Interview Day
 - iii. Scholarship Banquet
 - iv. Partnership Luncheons or other fundraising activities
 - v. Board Meetings
4. Support respective Directors and Vice Presidents and preform duties as directed,
5. Assist the incoming Vice Presidents to assume their role as he/she performed it in the prior term,
6. Coach and mentor all Directors in line for their area of responsibility,
7. NOT make financial commitments or expenditures on behalf of FSA without the express consent from the FSA-DFW Board of Directors or their Treasurer
8. Shall execute the
 - i. Whistle Blower Policy



- ii. Conflict of Interest Policy
- iii. And Volunteer Contract, annually.

President

The President shall:

1. Oversee the direction of the chapter,
2. Provide vision and leadership to the chapter and to FSA-DFW organization,
3. Appoint members to the Board of Directors in case of vacancies, and
4. Preside at all Board Meeting and lead all events or designate a substitute.

Treasurer

The Treasurer shall:

1. Plan and preparation of an annual budget in conjunction with the VP Golf, VP Scholarship and VP Fundraising Events for the upcoming year and present it to the Board of Directors of both Chapters for approval at the Annual Meeting or as reasonably soon after elections,
2. With the approval of the Board of Directors, oversee the Houston corporate bank account,
3. Be a signatory after more than one year on the Board,
4. Control and report on the scholarship liability, the scholarship fund performance, and the Scholarship Fulfillment Process including any payment related requests from scholarship winners,
5. Oversee the financial activities of the Chapter, and review and present the treasurer's reports at each scheduled Board meeting,



6. Perform a budget review of proposed expenditures by Program VP and Directors and approve or deny planned expenses with reason, and
7. Coordinate with the DFW bookkeeper and CPA firm to perform daily financial activities of the organization or for tax preparation, audits or reviews.

Secretary

The Secretary shall:

1. Maintain the Chapter's Corporation's Minutes Book,
2. Shall record all minutes of committee meetings of the Board of Directors,
3. Notify Officers and Directors of regular meetings and special Board Meetings requested by the President,
4. Working with the President and the Executive Director, create the Agenda for the upcoming Board of Directors Meeting and present it in advance of the meeting to the Board of Directors,
5. In the absence of the Secretary, the President will direct another officer to perform the Secretary's role.

Vice President of Golf

The Vice President of the Golf shall:

1. Manage and direct the Annual golf event. He/She shall:
 - i. Manage the Budget and the Communications,
 - ii. Select the golf site and maintain the communication with the golf course,
 - iii. Create the tournament format, teams and starting holes,



- iv. Create the On Course Sampling Stations layouts, Games, Gifts, Prizes, Awards,
 - v. Arrange meals, agenda, speeches and presentations, and
 - vi. Assign the golf roles and responsibilities to the Board Members on tournament day.
2. Changes to the traditional FSA golf program will be presented to the FSA-DFW Board for approval prior to change.
 3. All binding contract for golf courses, supplies, awards, gifts meals, rooms, equipment shall be referred to FSA-DFW President and Executive Director for budget review and approval.

Vice President Scholarship Program

The Vice President of the Scholarship Program shall:

1. Manage and direct the Scholarship Program. He/She shall with the assistance of their director, assistant director and Executive Director:
 - i. As quickly as possible after the Board of Directors elections, establish a Scholarship calendar of events through to the Awards Reception,
 - ii. In the 3rd calendar quarter, participate in a RAB meeting
 1. To conduct an annual review of changes to the Scholarship program
 2. To seek input and directions from the Retailers,
 3. To gain approval from RAB of the Scholarship Calendar,
 - iii. In the 4th calendar quarter, (after golf tournament results) establish the next year's annual award amount in conjunctions with the Treasurer, President and Board,
 - iv. In the 4th calendar quarter, review the scholarship program application materials, rules and guidelines,



- v. In the 4th calendar quarter provide direction to produce the Scholarship package and poster,
- vi. In the 1st calendar quarter establish banquet venue, meal confirm and outside speaker,
- vii. 1st and 2nd calendar quarter,
 1. Plan and conduct the Applications Review,
 2. Provide direction for the Interview Process including notices to applicants, schedule of interviews, interview questions, volunteers, food and facilities,
 3. Plan for electronic announcements, online reservations, outdoor and indoor signage.
 4. Manage the Interview Day process and selection of winners,
 5. Arrange for the production and procurement of
 - a. Scholarship Awards Program and
 - b. Scholarship Certificates and gifts to winners,
 6. Arrange for the Reception facility and room layout, meals, agenda, outside speakers or presentations and awards program with certificates, gifts and presentations, and
 7. Manage the Reception Day event usually in April.
2. Become the spokesperson at the podium to make introductions, announcements and presentations.
3. Changes to the traditional FSA scholarship program will be presented to the FSA-DFW Board for approval prior to change.
4. All binding contract for facilities, meals, awards, gifts, and equipment shall be referred to the Treasurer and President for execution.



Vice President Fundraising Events

The Vice President of Fundraising Events shall:

1. With the assistance of the Director and the Assistant Director, actively seek new and unique fundraising activities for the Boards' consideration including,
 - a. Investigation, planning, number of participants, estimate time and dollar budget, ROI,
2. Manage the Annual Retailer Luncheon, one for each retailer, can be a breakfast or happy hour, Program, with the agreement and direction from the Board,
 - a. Communicate with the active Retailer members to establish a date and guest speaker for each,
3. Manage and direct the details of any fundraising events including budget (with approval by the President and Treasurer) locations, menus, electronic announcements, reservations, signage, agenda, on-site registration, final accounting.
4. Become the spokesperson at the podium to make introductions, announcements and presentations,
5. Be available, active and informed during the pre-luncheon activities and attend the event to assist in greeting executives and vendors alike.
6. Changes to the traditional FSA Luncheon program will be presented to the FSA-DFW Board for approval prior to execution.
7. All binding contract for meals, rooms, equipment shall be referred to the President and Executive Director for budget review and approval.



Vice President Retailer and Vendor Membership

The Vice President Vendor and Retailer Memberships shall:

Vendor Activities:

1. Create for approval, manage and direct the activities of programs to increase vendor membership,
2. Seek new programs to generate interest in membership in FSA,
3. Continuously update, maintain and distribute the (PowerPoint) FSA Story to the Board for their use,
4. Present the FSA Story at events and be the Champion of the FSA Story to get the word out about the history, advantages and benefits of being an FSA member,
5. Create programs to solicit vendors for sponsorships and attendance,
6. Participation in fundraising events to support other FSA Board Members,
7. Create brochures, postcards, or registrations as need to develop new prospects into members,
8. Develop programs to engage new members in FSA once they become members such as
 - a. Orientation happy hours,
 - b. Outings with the Board Members (golf, lunch etc.)
 - c. Ambassador activities (ways to meet people),
 - d. Introduction to Retailers through volunteering at events,
9. Maintain control of the New Member Applications and dues updates,
10. As it relates to membership development, manage and control:



- i. Web Site – announcements and vendor visibility,
- ii. Mailing List updates and
- iii. Social Media – Facebook and Twitter, posts and likes,

11. Work in conjunction with all other Officers and Directors to communicate and support the organization, and
12. Direct the activities of the Annual Appreciation Dinner for the Board of Directors.
13. Grow, communicate to, manage the activities, groom for Board positions, and engage Ambassadors to participate in FSA Events.

Retailer Activities

1. Create, manage and direct activities to increase retailer memberships in coordination with FSA President or other Board members.
2. Shall solicit Retailer sponsorship and participation in FSA Events in coordination with VP Fundraising and Golf.
3. Retailer Advisor Board. (RAB)

Retailer Advisor Board (RAB)

The RAB shall be made up of no more than two representatives from each participating retailer for the purpose of providing guidance to the FSA Scholarship Foundation. Structure and frequency of the RAB is to be determined by the VP of Retailers.



OTHER

FSA Ambassadors

Ambassadors shall consist of any individuals from the vendor community, retired retailer community and friends of the board who wish to contribute to FSA activities on an as-available basis. Generally, they respond to specific request by Board members.

Honorary Directors

Honorary Directors are retired FSA Board Presidents that have been elected to the position of Honorary Directors by the then current Board. This is a lifelong position. Directors are asked and encouraged to participate in FSA events including the Appreciation Dinner.

FSA Scholarship Foundation established in 1948, will not discriminate on the basis of sex, race, marital status, disability, age, sexual orientation or religion.