

State Society Role-Specific Transition Checklists

President Transition Checklist

Annually

- Assign committee members and appoint committee chairs.
- Announce duties of the president-elect in off years (two-year cycle).
- Submit list of elected officers to the AARC Executive Office.
- Set dates, timelines, and locations for BOD meetings.
- Facilitate annual budget development.
- Develop strategic goals aligned with AARC strategic goals.
- Attend the AARC Leadership Bootcamp.
- Present an Annual Report to membership and BOD.
- Review AARC bylaws, affiliate handbook, revenue sharing, co-marketing contract, HOD policy and guide manual.

Quarterly

- Prepare and submit BOD meeting agenda at least 15 days prior.
- Preside over regular and special BOD meetings.
- Submit Presidential report at least 7 days before BOD meeting.
- Serve as ex-officio member of all committees.
- Request quarterly committee reports.

As Needed

- Mentor the President-Elect.
- Encourage use of parliamentary procedure.

- Assign duties to committees, officers, and BOD.
- Support committee goals and objectives.
- Credential Delegates for House of Delegate meetings.
- Submit proposed bylaws changes to AARC.
- Delegate meeting minutes preparation if secretary is absent.
- Ensure secretary reports meet AARC requirements.
- Appoint special committees as needed.
- Communicate with medical directors.
- Recognize contributors to the State Society.
- Act as public spokesperson for the Society.
- Appoint members to vacant elected positions & committees.
- Include new members to train for future BOD positions.
- Arrange joint meetings for outgoing/incoming chairs.

Transition Process

- Provide new BOD member orientation including review of: AARC and Affiliate Bylaws; State Society Handbook; Parliamentary Procedure; Chartered Affiliate Handbook.

President-Elect Checklist

Annual Duties

- Attend AARC Leadership Bootcamp.
- Plan, organize, and chair the transition meeting.
- Review and update the State Society strategic plan to ensure alignment with AARC strategic goals.
- Learn the President's roles, responsibilities, and goals for a smooth transition.
- Chair the Finance Committee.
- Chair the Strategic Planning Committee.

Review and update Affiliate Policy and Procedure Manual

- Review AARC and Affiliate Bylaws.
- Review Chartered Affiliate Handbook.
- Review Revenue Sharing agreement.
- Review Co-marketing Contract.
- Review HOD Policy and Guide Manual.

Quarterly Duties

- Run the "New Business" section of the BOD meeting when appropriate.
- Report President-Elect activities at quarterly Board meetings.

As-Needed Duties

- Assume President duties during absence, resignation, or disability of the President.
- Assist in planning the State Conference.
- Assist in updating the State Society Handbook.
- Stand in for the President during State Society functions if the President cannot attend.
- Solicit ideas for committee appointments, membership drives, liaisons, and future programs.

Secretary Transition Process

- Ensure the AARC Officiary is updated with correct member information.

Preparation for Presidency

- Work closely with the President to learn all presidential duties.
- Become familiar with the chartered affiliate's needs, affairs, and procedures.
- Meet with other officers to identify unfinished business, review goals, and understand expectations.

New Board Member Orientation

- Review AARC and Affiliate Bylaws.
- Review State Society Handbook.
- Review Parliamentary Procedure.
- Review Chartered Affiliate Handbook.

Past President Transition Checklist

- Assume duties of President in the event of absence, resignation, or disability
- Serve full term as Past President after completing Presidency
- Assume functions of President when there is no President-Elect
- Chair or serve on committees as assigned
- Serve as a signatory on all accounts
- Travel to maintain awareness throughout the state
- Serve as advisor to the President to assist in transition
- Encourage and mentor the President
- Mentor chapter presidents/chairs, if applicable
- Maintain and update the State Society Handbook
- Perform other duties as assigned by the President or Board of Directors
- Stand in for the President at State Society functions when needed
- Serve as parliamentarian in the absence of the parliamentarian
- Report activities at quarterly Board meetings
- Participate in the strategic planning committee
- Serve on the Bylaws Committee
- Review AARC bylaws and related documents
- Attend Leadership Bootcamp

Delegate Transition Checklist

General Responsibilities

- Acts as a member of the Affiliate Executive Committee
- Represent the state affiliate in the AARC House of Delegates (HOD)
- Serve a 4-year term (Junior and Senior Delegate structure)
- Communicate information between AARC HOD, affiliate BOD, and membership

Meeting Attendance

- Attend spring, summer, and winter HOD meetings
- Attend all affiliate Board of Directors (BOD) meetings
- Notify affiliate President immediately if unable to attend meetings

Communication & Reporting

- Submit reports to the President before each BOD meeting
- Provide regular updates to affiliate membership
- Communicate and report pertinent information after all HOD meetings at the next affiliate meeting (ensure adequate agenda time)
- Distribute all HOD resolutions to the BOD prior to meetings
- Recommend actions to the BOD regarding AARC matters
- Assist the President with AARC-related impacts to the state affiliate

Administrative Duties

- Submit expenses to the affiliate treasurer for reimbursement
- Request and submit names of nominees for AARC Awards
- Ensure all nominations receive BOD approval

- Ensure affiliate officer is up to date
- Work with affiliate President to ensure credentialing before HOD meetings

Delegate Collaboration

- Senior Delegate is the voting member of the Delegation
- Senior Delegate mentors Junior Delegate
- Junior Delegate provides input on HOD votes
- Understand procedures for delegate absence or inability to fulfill duties

AARC Engagement

- Review the House of Delegates Resource Page
- Review AARC-related governance documents (Chartered Affiliate Handbook, HOD Policy Guide, etc.)
- Join and participate in the AARC Connect Delegate Community
- Attend AARC Annual Leadership Bootcamp (first year and as available)
- Serve on at least one HOD committee or ad-hoc committee

Orientation Materials for New BOD Members

- Review AARC and Affiliate Bylaws
- Review State Society Handbook
- Review Parliamentary Procedure
- Review Chartered Affiliate Handbook
- Review HOD Policy and Guide Manual
- Review Revenue Sharing Contract

Secretary Transition Checklist

- Maintain all records, reports, membership lists, and meeting minutes
- Execute general correspondence to membership and AARC Executive Office
- Perform duties assigned by President or Board of Directors
- Keep minutes of all regular and special BOD meetings
- Maintain attendance records and contact information for BOD members
- Keep minutes of the annual State Society meeting
- Participate as a member of the Executive Committee
- Distribute BOD minutes 7 days before next BOD meeting
- Post BOD meeting minutes on State Society website
- Follow AARC guidelines for affiliate Secretary
- Submit required reports to Chartered Affiliates liaison
- Update AARC Officiary with new member information
- Perform new BOD member orientation
- Review bylaws, handbook, and procedural documents
- Work with previous Secretary on record keeping processes
- Transfer agendas, roll call templates, and contact lists
- Monthly/Bi-Monthly: Distribute Executive Board meeting minutes
- Attend and take minutes at Executive Board meetings
- Quarterly: Distribute minutes 7 days prior to meetings
- Attend Quarterly BOD meetings and take minutes
- Post approved BOD minutes within 10 days
- Notify membership of posted BOD minutes
- Annually: Attend Annual Business Meeting and take minutes

Prepare and post Annual Meeting minutes within 10 days

Notify membership of posted Annual Meeting minutes

Attend AARC Leadership Bootcamp

Treasurer Transition Checklist

Treasurer Duties

- Prepare and submit a detailed Treasurer's report to the BOD at least seven (7) days before the meeting.
- Ensure audits are completed by the finance committee as required.
- Account for all monies of the affiliate.
- Approve payment of bills and disburse funds at the direction of the BOD.
- Maintain continuing records of all income, receipts, and disbursements.
- Submit an annual written financial report to the BOD and membership.
- Require documentation before any expense reimbursement.
- Provide financial documents needed for internal audit to the Finance Chair.
- Participate in annual budget preparation.
- Serve as a member of the Executive Committee.
- Coordinate annual Income Tax and Non-profit filings before deadlines.
- Follow AARC Treasurer guidelines.

Treasurer Transition Process

- Update AARC Officiary with correct member information.
- Ensure all financial processes and account access are in place.
- Change signature cards with banking institutions.
- Collect and account for any credit cards or lines of credit.
- Reconcile all accounts as of transition date.
- Notify required offices of leadership change (accountant, advisor, lending institutions, etc.).
- Consider a simple audit of accounts at time of transition.
- Transfer all pertinent documents to the new treasurer.

- Ensure new treasurer is bonded and old treasurer removed from documents.
- Transfer accounting files and update passwords.
- Review and discuss financial processes with the previous treasurer.
- Review HD 016 compliance needs.
- Review financial reporting guidelines, timeline, and past documents.
- Discuss transition needs with President and Past-President/President-Elect.
- Serve as liaison for the financial oversight committee.
- Work with HOD leadership and Chartered Affiliates Committee if needed.
- Review AARC Bylaws and Chartered Affiliate Handbook.

Monthly Tasks

- Update Quicken and categorize cleared transactions.
- Send Quicken financial report to the financial advisor.
- Download bank statements and distribute or file them.
- Pay outstanding invoices.
- Post Stripe/Venmo transactions into accounting program.
- Manage electronic payment accounts (Venmo, Stripe, PayPal).

Annual Tasks

- Complete annual non-profit renewal.
- File annual lobbyist documentation.
- File taxes.
- Verify IRS mileage reimbursement rate.
- Pay annual PO Box or administrative fees.

Upon Appointment

- Submit Form 8822-B within 60 days.

Bring BOD meeting minutes to bank for account updates.

Update individuals authorized on bank accounts.