



## KAMM BOARD OF DIRECTORS ROLES

The Board of Directors consists of the Officers, the Regional Representatives and two at-large representatives. In furtherance of the purposes of the Association, the Board may establish and appoint committees and delegate authority. All members of the Board of Directors will assume their duties immediately upon installation into office following their election to that position.

The election of officers shall take place at the annual meeting. Election shall be by a majority of all votes cast by Individual members in good standing. The officers shall hold office for two years. There are no term limits.

### KAMM Executive Board Duties

**Chair** - The Chair shall be the chief executive officer of the Association and presiding officer at Board of Directors meetings. The Chair shall have general supervision of all committees, shall appoint Committee Chair(s) for the same, and may delegate the supervision of committees to another Board member. The Chair shall convene official board meetings on at least a quarterly basis. The Chair will prepare the Association's annual report to ASFPM and complete newsletters periodically to be submitted to the general members and ASFPM.

**Vice-Chair** - The Vice Chair shall act as Chair and perform all the duties of that office in the absence of the Chair. In addition, the Vice-Chair will be in charge of coordinating the annual conference with a conference team (Conference Chair). He/she shall also perform such other duties as may be delegated by the Chair.

**Secretary** - The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members. In addition, the Secretary will maintain a membership list with current contact information, and shall perform such other duties as required by the Board.

**Treasurer** - The Treasurer shall have the custody and control of the funds of the Association, subject to the action of the Board of Directors, and shall, when requested by the Chair or Board, report the state of the finances of the Association at each meeting thereof. In addition, the Treasurer shall be responsible for sending out annual membership notices and collecting dues.

**At-Large Representative** - The At-Large Representative shall provide guidance and assistance to the Regional Representatives during their regional meetings; participate in the development and proceedings of the KAMM annual conference; and provide information and guidance in developing the KAMM website and newsletter.



## Regional Representatives

KAMM is divided into four regions. During the annual conference, members at the regional meetings select Regional Representatives. The representatives shall take office for two years and serve on the Board of Directors.

Regional Representatives selections occur in alternate years for Regions I and III and Regions II and IV. Each regional Representative represents the membership in one of the four geographic regions. The duties of the Regional Representatives are as follows:

- 1) Call at least one annual regional meeting to promote mitigation activities including trainings, project updates, and fact sharing sessions.
- 2) Participate in the development and proceedings of the KAMM annual conference.
- 3) Disseminate mitigation information and act as a KAMM regional representative for local members.
- 4) Provide regional information to the Chair that will be used to develop the KAMM newsletter.
- 5) Regional Representative mentors a KAMM sub-committee.