

Area 10 Chair

Shall serve a six-year elected term to be served in the following manner: a two-year term as Chair-Elect followed by a two -year term as Chair and a two-year term as Past Chair.

Approved:

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall provide leadership to help ensure the effective operation of Area 10 activities.
3. Shall organize Area 10 Board of Directors meetings 2-4 times per year and Executive Committee meetings as necessary.
4. Shall organize the Biennial meeting of the Area 10 membership.
5. With the approval of the Executive Committee, shall set the agenda for the following meetings: Board of Directors, Executive Committee, Biennial.
6. Shall email the agenda and minutes from the previous meeting to the Board of Directors 7-14 days prior to the scheduled meeting.
7. Shall lead the following Area 10 meetings: Board of Directors, Executive Committee, Biennial.
8. Shall receive and process applications for HMA sponsored and endorsed events, and forward the event budgets to the Treasurer.
9. Shall have monthly oversight of Area 10 financial transactions.
10. Shall communicate with the Treasurer to confirm that the 1099 form is filed by January 31 of any given year.
11. Shall confirm with Treasurer (or Registered Agent) that the annual reporting has been completed by February 15 with both the Oregon Department of Justice and the Oregon Secretary of State.
12. Shall appoint Sub-Area Chairs and standing committee chairs with approval of the Executive Committee at the beginning of the term.
13. Shall attend or select a delegate to attend on-line meetings called by the Executive Director of Handbell Musicians of America.
14. Shall serve as a voting member of the Board of Directors and the Executive Committee.

15. Shall be responsible for other duties as set forth in the current Area 10 Bylaws.
16. Shall coordinate with Chair-Elect to attend Area 10 events as often as possible.
17. Shall appoint a Parliamentarian as needed.
18. Shall submit an article to the Communications Chair for publication in the "Campanologist," monthly.
19. Shall maintain an active membership in HMA.