

BOARD RESPONSIBILITIES

The American Apitherapy Society, Inc. (AAS) is a non-profit organization [501 (3) (c)], which must rely on members of the Board for considerable support of the overall functioning of the organization. While the organization maintains a part time Office Manager or Executive Director, the Board members initiate the overall programs, and often coordinate and maintain some of the programs or necessary tasks to carry out the mission of AAS. A Board member can best serve the organization by doing whatever he or she can do best, to pursue the mission of AAS, which is:

To promote and teach the use of honeybee products to maintain and improve health, alleviate pain, suffering and disability.

A fundamental responsibility of AAS's Board of Directors as a group is to maintain the viability of the organization, and to accomplish this by on-going participation and contributions of various kinds.

General Responsibilities:

The by-laws provide that all Board members must be members of AAS and be present at Board meetings which are held approximately six (6) times a year by conference call. Of the fifteen (15) Board Members, the by-laws provide that the Board include four officers, a President, Vice-President, Secretary, and Treasurer, which, with the past President (or an individual from the general membership if the former President is not available), comprises the Executive Board.

Beyond those fundamental responsibilities, it is anticipated that Board members will function in the following four general areas of AAS's activities: education, membership/fund raising, program administration, and advocacy. These areas tend to overlap to a certain degree.

Education: This area includes presenting courses and conferences, and maintaining and updating the information taught and presented in the courses/conferences to assure an adequate academic level. Seminars can be organized by members, under the name AAS, under the guidance of the AAS officers, and with the approval of the Education Committee.

Membership/Fund Raising: Participate in membership expansion and fund-raising activities by encouraging individuals and organizations to join AAS, to donate money, and to participate in the programs of the organization.

Program Administration: All Board Members are involved, through Committees, with the major program activities of AAS, which are: the Website, the Journal, the Course/Conference



THE
AMERICAN APITHERAPY SOCIETY INC.

(CMACC), usually held annually, and seminars or workshops. The active areas of the Website include the Network, a quarterly Newsletter, and Forum, in addition to the overall material provided to the general public and specific material for AAS members only.

Advocacy: By accepting nomination and election to the Board of Directors of AAS, Board members also acknowledge their acceptance of the mission of AAS, and they agree to abide by it and to foster it.

Specific Responsibilities:

1. Participate with the Board via email, in a regular and timely manner. Since most of the activity of the Board is conducted via e-mail (except for the Conference Call Board Meetings and the Annual Board Meeting), it is imperative that Board Members are accustomed to using e-mail.

2. Contribute a minimum of \$250 per year to the AAS either by donating it personally or soliciting individuals and organizations to become members and to donate.

3. Encourage membership by promoting the website, handing out Brochures about AAS, and by other methods to bring attention to AAS.

4. Attend Board Meetings and the Annual Meeting. Normally six Board Meetings are held yearly by Conference Call. Board Members are expected to participate in all Board Meetings. An anticipated necessary absence from a Meeting will be communicated to the President prior to the meeting date. A Board Meeting held with the Annual Meeting is customarily held in conjunction with CMACC and all Board Members are expected to attend if possible.

5. Serve on at least two committees:

Nominating

Journal

Publicity

Website

Store (in the future)

Education/Medicine

By-Laws & Mission

Membership and Fund-raising

Strategic Planning

CMACC

6. Contribute to the quarterly Journal at least once a year, (with a testimonial, an article), or assist with the Website by writing material, updating material, writing for the e-mail newsletter, or by editing, proof-reading, or managing specific sections of the Website.

rev. 07/29/09