



OPERATING GUIDELINES

DIRECTOR

I. OBJECTIVE

To describe the responsibilities of and procedures to be followed by the Director.

II. TERM OF OFFICE

The Director will serve for a term of two years.

III. DUTIES

- A. Member of the Board of Directors.
- B. Attends **MARSQA** Board of Director meetings.
- C. Assists in the development of policies, procedures and operating guidelines for **MARSQA**.
- D. Acts as chairperson or working member of a committee, as requested .
- E. Liaises with Committee Chairs, as assigned by the President, to provide periodic updates at Board of Director meetings.
- F. Votes on policies and issues that are required to effectively govern the Chapter.
- G. Works on special projects as assigned by the **MARSQA** President.

IV. PROCEDURES

- A. Procedures to be followed depend on the nature of the assignments.

V. RECORDS

- A. Provides records to Historical Committee, as appropriate.

VI. TIME REQUIREMENTS

- A. Minimum of 5 days per year for Membership and Board of Director meetings.
- B. Average of 1 hour per week on correspondence, phone calls and other communications.