

## **Essential Duties & Skills of Board Member At-Large Position**

### **Prerequisite Skills:**

1. Previous leadership and management skills
2. BCaBA, BCBA or BCBA-D in Good Standing with the BACB for minimum of 3 years
3. SC Resident & will reside in SC duration of term

### **Essential Duties:**

1. Uphold the mission of the SC ABA
2. Coordinate annual conference, to include:
  - a. Selecting conference venue in collaboration with President
  - b. Developing conference schedule in collaboration with President
  - c. Monitoring and adhering to the conference budget in collaboration with President
  - d. Selecting, contacting and confirming invited speakers in collaboration with President
  - e. Communicating with Audio/Visual vendors for annual conference
  - f. Organizing selection committee for conference session proposals
  - g. Communicating with Secretary to recruit and coordinate with sponsors/vendors
  - h. Communicating with venue/vendors and members prior to the conference
  - i. Communicate with venue/vendors and members during the conference
  - j. Selecting food and beverage for the conference in collaboration with the President
  - k. Completing post-conference survey and presenting results to the SC ABA Board
3. Attend SC ABA sponsored events such as: annual conference, social networking gatherings, webinars, etc.

### **Required Time Commitments:**

1. Participate in monthly board meeting calls, scheduled during business hours Monday-Friday
2. Participate in quarterly in-person board member meetings
3. Allocate 10-15 hours of discretionary time each month for volunteer position

Professionalism/Speaking Skills:

1. Possess strong organization, time management, and self-management skills
2. Respond to communication within 48 business hours
3. Represent and speak on behalf of SC ABA for conference interests
4. Comfortably communicate in large social environments to develop relationships with members and venue/vendors