# TAS Board Position Descriptions

***Common to All Positions***

- Monthly Board meeting (one hour or less each month) - conducted by Zoom or Google Meet
- Assignment of a tallystargazers.org email account to help keep personal and TAS business separate
- Access to the TAS Google Workspace (Google Drive and Google Suite)

***Current Board:***

- **President:** Andy Flowers
- **Vice President:** *Vacant*
- **Secretary:** Juanita Raymond (*Open for 2024*)
- **Treasurer:** Todd Sanders
- **Education and Outreach:** DeWayne Carver
- **ALCOR:** *Vacant* (DeWayne Carver filling in)
- **Observing Chair:** Dan Fairchild

**President**

- Runs TAS meetings
- Calls and presides over Board meetings
- Prepares Board and Meeting Agendas
- Represents TAS in official capacity as needed

Bylaws Description:
*3.3 The President shall be the chief executive officer of the Association. They shall have all of the powers and duties which are usually vested in the office of President of an association not for profit, including, but not limited to, the power to appoint such committees at such times as they may, in their discretion, determine appropriate to assist in the conduct of the affairs of the Association. If in attendance, the President shall preside at all meetings of the Board.*

**Vice President**

Bylaws Description
*3.5 In the absence or disability of the President, the Vice President shall exercise the powers and perform the duties of the President. The Vice President shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Board.*

**Secretary**

- Keeps TAS meeting and Board Meeting notes and minutes
- Note that all official records are now kept in the TAS Google Workspace Drive in electronic form, so there is no need to keep or maintain paper records by the Secretary

Bylaws Description
*3.6 The Secretary shall keep the minutes of all meetings of the Board and the Members,*

*which minutes shall be kept in a businesslike manner and be available for inspection by the Members at all reasonable times. They shall be custodian for the association records, except for those of the Treasurer, and shall perform all of the duties incident to the office of Secretary as may be required by the Board or the President.*

**Treasurer**

- Manages deposit of all income and payment of all expenditures
- Reports monthly on the expenses of the club
- Manages financial and tax-related records and matters

Bylaws Description

*3.7 The Treasurer shall have custody of all the moneys of the Association, including funds, securities and evidences of indebtedness. They shall keep the dues roll of the Members, keep the books of the Association, and perform all of the duties incident to the office of the Treasurer.*

**Education and Outreach Chair**

- Manages club events calendar
- Point of contact for outreach and education event
- Coordinates volunteers for outreach and education events

Board Description

*3.8 The Education Chair organizes and coordinates normal monthly sidewalk astronomy events and special events that the general public are invited to. Posts on the website calendar all normal Sidewalk Astronomy events. Posts these events on TAS website calendar.*

**Astronomical League Coordinator (ALCOR)**

- Promotes participation in the Astronomical League Observing Programs
- Serves as local reviewer for AL Observing Programs
- Sends monthly membership report to the Astronomical League (managed in Night Sky Network)

Bylaws Description

*3.9 The ALCOR shall be the Association's liaison with the Astronomical League.*

**Observing Chair**

- Organizes monthly dark sky observing sessions
- Manages the Cypress Landing Astronomical Park and Ken Kopczynski Sky Guy Observatory
- Manages Image of the Month Program

Bylaws Description

*3.10 The Observing Chair organizes and coordinates TAS observing events. Posts on the TAS website calendar all normal Dark Site observing events. Coordinates the maintenance of TAS observing equipment.*