

California Educational Research Association (CERA)

Board Roster

Role	Responsibilities
President	<p>Serve as chief executive officer of the association with all the powers and responsibilities usually incident to that office, including signing, on behalf of the association, contracts and other instruments in writing.</p> <p>Preside at all meetings of the association and the Executive Board.</p> <p>Appoint Executive Board committees and committee chairs.</p> <p>Represent the association at seminars, meetings, or conventions of other professional groups and associations.</p> <p>Notify the Executive Board of all Executive Board meetings.</p> <p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Assume primary responsibility for annual conference planning activities.</p>
Vice President	<p>Perform the duties of the President in the absence of the President.</p> <p>Assume primary responsibility for securing a location for the annual conference that will occur when he or she is President, including signing any necessary contracts or agreements.</p> <p>Assume primary responsibility for evaluating the annual conference and association activities.</p> <p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Perform other duties that the President may direct.</p>

<p style="text-align: center;">Secretary</p>	<p>Keep accurate minutes of the proceedings of all meetings of the association and of the Executive Board.</p> <p>Maintain all previous records, budgets, minutes, and other association documents from prior years.</p> <p>Distribute minutes to all members of the association.</p> <p>Conduct the general correspondence of the association, and maintain a file of such correspondence.</p> <p>Maintain an official copy of these bylaws and make them available at all meetings of the association and the Executive Board.</p> <p>Assume primary responsibility for annual conference proposal submissions and program scheduling.</p> <p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Perform other duties that the President may direct.</p>
<p style="text-align: center;">Treasurer</p>	<p>Receive and safeguard all monies and other assets of the association.</p> <p>Pay all bills and process adequate vouchers for payment.</p> <p>Keep accurate financial records that shall be open to inspection on demand by members of the Executive Board.</p> <p>Prepare a one-year budget based on financial information provided by the past year's treasurer for adoption by the Executive Board at the Treasurer's first Executive Board meeting as Treasurer.</p> <p>Submit a report at each Executive Board meeting after Board adoption of the budget on the financial status of the association, including amounts budgeted and amounts actually expended. Prepare a final financial report for the year that he or she was Treasurer including information needed for the following year's tax return and budget.</p> <p>Assume primary responsibility for managing conference registrations, and oversee the maintenance of an up-to-date membership list.</p>

	<p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Perform other duties that the President may direct.</p> <p>Prepare tax return based on financial information provided by the prior year's treasurer.</p>
<p>Past President</p>	<p>Serve as general advisor on the affairs of the association.</p> <p>Review and approve the final financial report for the year during which she or he was President.</p> <p>Publish an Annual Report to the membership on the past year's activity either via the Internet, e-mail, or printed newsletter.</p> <p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Perform other duties that the President may direct.</p>
<p>At-Large Board Members</p>	<p>Assist, as requested, the officers in the completion of their responsibilities.</p> <p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Perform other duties that the President may direct.</p>
<p>Graduate Student Representative</p>	<p>Assist the Executive Board in communicating with and serving the needs of California graduate students studying educational research, evaluation, assessment, and related fields.</p> <p>Contribute knowledge and expertise to the discussions and decisions of the Executive Board.</p> <p>Perform other duties that the President may direct.</p>

