

JOB DESCRIPTIONS
for
AFA OFFICERS

AFA President Job Description

8/2023

The President shall oversee all work done within the organization and ensure the organization is operating effectively and efficiently within the guidelines of the bylaws.

The following list includes, but is not limited to duties performed by the President

Support and aid in the AFA mission and vision.

Maintain internal ethics and accountability.

Attend, participate and preside over all Board meetings.

The President is a member of the Executive Committee.

Can form committees and appoint committee chairs.

Is a member of all committees by virtue of the office.

Handles public relations.

AFA First Vice President Job Description

8/2023

The main duty of the First Vice President is to assist and advise the President and other officers in completing their duties. It is also the First Vice President's job to effectively contribute to the organization's operations. In the absence of the President, the First Vice automatically assumes authority, duties and responsibilities of the President and shall have such other authority as may be delegated by the President. The First Vice President shall act as a mentor and trainer for other Board members.

AFA Second Vice President Job Description

8/2023

The main responsibility of the Second Vice President is to assist the President and other officers in completing their duties. They are to attend and participate in all meetings. The Second Vice President serves as manager for the Regional Directors and is their mentor and trainer.

In the event the President and First Vice President are unavailable to complete their duties the Second Vice President assumes their responsibilities.

Secretary Job Description

Outline of Secretary Duties and Time Lines:

Request Quarterly Reports from Officers, RDs and Committee Chairs	Three to Four weeks prior to BOD meeting
Combine Reports into the Quarterly Secretary Report, then send to BOD.	Just prior to Board meeting
Request AGENDA items from the BOD including the President. Identify possible conflicts, i.e. Budget meeting in November has little time for additional items to be discussed. Identify the agenda items in the Secretary Report.	Two weeks prior to Board meeting.
Attend Board Meetings	As required
Take notes of in session activities.	During meetings
Prepare Draft Minutes and submit them to the Board.	As soon as possible after BOD meeting
Revise minutes with the Board input.	
If any more Board input is received, revise and resubmit to the Board. Otherwise these minutes are considered final and may be distributed. Final Board vote of acceptance is done at the next quarterly meeting.	
Tally, validate and record electronic votes by Board Members. Record vote in the next Secretary Report.	Votes should be received within one week of request
Support Officers and Regional Directors requests for information	As required
Arrange Executive Committee Telecon, notify EC members, request agenda items and write the agenda. Call at the appropriate time.	As required
Get election nominee contact data from election manager and notify all nominees of the election results after the vote is counted.	
Distribute RD, SC, and CD job responsibilities, copy of Bylaws and Policies and Procedures, along with a welcome letter, to all new Board members after their approval.	
Send Oath of Obligation to all Board and Committee Chairs yearly.	
Send thank you to outgoing Board Members.	
AFA volunteer applications are sent to the secretary, who checks the database to determine if the volunteer is an AFA member, then forwards them (after deleting street address) to the Board and Committee chairs.	
Obtain the member database monthly, keep addresses confidential, but look up information as needed for the Executive Committee and the webmaster.	

Submission of Board Reports

Prior to the Board meeting, the Secretary will electronically request Board reports from ALL Board members, with the exception of the President and CFO, to be submitted by a specific due date, two weeks prior to the Board meeting.

Board members will submit their report electronically by the specified date. Reports that are not submitted by that date ***will not be included in the Secretary's report or read at the meeting unless extraordinary circumstances exist.*** The President may request additional information from the Regional Director or Committee Chair or critical updates as required to be presented at the Board of Directors meeting.

The Secretary will compile the Board Reports into the "Secretary's Report" and electronically send the draft back to the Board members for perusal and comments. The members will check to ensure their reports have been included in the Secretaries Report.

The Secretary will submit the final report to the Board members electronically. The Board members are responsible for reading all reports, being prepared to discuss the reports and "Actions for the Board" at the Board of Directors Meeting.

- ...In the past Regional Director Reports have focused primarily on the activities of the Regional Director...While the Board does need to be kept informed on your individual activities as a portion of the report, the more important purpose of these reports is to provide specific information on what is occurring within your Region....these reports include three basic sections; (1) Demographics of your Region, (2) Regional Activities and (3) Action items in the form Issues and Motions requiring Board actions...Please provide specific information and try to limit your report two pages...This approach to Regional Directors Reports should help improve communications within AFA and provide the Board with a much better understanding of what is actually occurring on a regional level around the country...a copy of your Regional Report should be forwarded to each of your State Coordinators and Club Delegates...As these Reports are to contain summaries of regional activities, this process should help facilitate improved communications within the regions. Poor communication is one of the greatest enemies of our organization.....the American Federation of Aviculture is recognized as the “grassroots” organization for US aviculture. If we are to indeed fulfill this role, it is essential that we start cultivating our grass roots. This on-going type of regional reporting system is a step in that direction. We have to create a strong sense of allegiance and belonging if we are to be successful in our efforts to nurture this organization. If we ignore our membership, our membership will ignore us.

Board Report Example

BOARD REPORT: (Name of Region)

Director's Name: (_____)

Date: (Month/Year)

Part I

Region Demographics:

Number of :	Regional Recruitment	
Information (YTD)	State Coordinators: ()	New Clubs: ()
Affiliated Clubs: ()	New Members: ()	
Status of Renewals: ()		
Delegates:()		

Part II

Regional Activities:

- (1) Overview: (General summary of activities)
- (2) Organizational Promotion: (List of specific activities)
- (3) Legislative Update: (Any legislative activities)

(4) State Reports: (List each State in your region include name of SC and summary of activities occurring)

(*5) Delegate Reports: (List each Club in your region include name of Delegate/s and summary of activities occurring)

(6) Director's Summary Report: (Summary of activities for preceding quarter including accomplishments, findings, recommendations, projections and needs)

*Optional

Part III

Board Issues: (Items that need to be brought before Board for discussion)

Motions Requiring Board Action: (Any motions relating specifically to your region)

Respectfully submitted,

Signature: _____

Mr./Madam Chairman: I move the acceptance of the reading of this report:

Motion by: _____

Seconded by:

AFA Treasurer Job Description

The Treasurer/CFO is responsible for the organization's finances.

The duties include overseeing all financial transactions, general bookkeeping, attending all meetings, paying and managing expense reports and writing checks, making deposits and reconciling bank statements. Also included are managing the budget, advising and managing budget preparation with the Board of Directors during the November Board meeting, preparing and presenting financial reports for meetings. Working closely with the Office, Store and Convention Coordinator on financial operations.

	Budget 2023	Budget 2022	Actual thru 10-31-22
Income			
40010 · DONATIONS - GENERAL	5,500	8000	4514
40020 · DONATIONS - DISASTER RELIEF	800	800	800
40030 · DONATION - LEGISLATIVE	361	500	301
40110 · AFA STORE BOOKS - NON TAXABLE	693	60	693
40115 · AFA STORE ART - NONTAXABLE	-	0	0
40120 · AFA STORE ITEM - NONTAXABLE	1,785	350	1488
40130 · AFA STORE SHIRTS - NON TAXABLE	1,301	500	1151
40150 · AFA STORE BOOKS - TAXABLE	34	0	34
40155 · AFA STORE ART - TAXABLE	-	0	0
40160 · AFA STORE ITEM - TAXABLE	70	0	70
40170 · AFA STORE SHIRTS - TAXABLE	25	25	25
40210 · BANDS - TAXABLE	1,614	500	1345
40220 · BANDS - NON TAXABLE	9,624	7000	8020
40230 · BANDS - SHIPPING	-	650	0
40240 · BANDS - REGISTRY	372	500	310
40290 · FAST AD SALES	295	800	245
40310 · FUNDAMENTALS OF AVICULTURE - I	855	2000	765
40320 · FUNDAMENTALS OF AVICULTURE - II	975	2000	825
40390 · MEMBER - FOA	565	480	485
40404 · MEMBER - INTRODUCTORY	790	0	790
40405 · MEMBER - NEW	1,920	2500	1640
40410 · MEMBER - RENEWAL	5,282	6000	4402
40415 · MEMBER FAMILY - NEW	765	810	630
40420 · MEMBER FAMILY - RENEWAL	1,440	1485	1215
40425 · MEMBER SUPPORTING - NEW	225	225	150
40430 · MEMBER SUPPORTING - RENEWAL	2,900	2075	2600
40432 · MEMBER SUPPORTING - SPONSOR	200	750	200
40433 · MEMBER NONCOMMERCIAL - NEW	75	75	75
40435 · MEMBER COMMERCIAL - NEW	1,000	500	875
40440 · MEMBER COMMERCIAL - RENEWAL	4,750	4650	4000
40445 · MEMBER FOREIGN - POSTAGE	100	180	80
40450 · MEMBER - LIFETIME	4,000	2000	4000
40455 · MEMBER - CORPORATE	-	1000	0
40510 · MEMBER CLUB (A) - NEW	-	0	0
40520 · MEMBER CLUB (A) - RENEWAL	2,125	2185	2000
40530 · MEMBER CLUB (B) - NEW	-	0	0
40540 · MEMBER CLUB (B) - RENEWAL	1,495	1750	1235
40550 · MEMBER SPECIALITY (50+) - NEW	-	0	0
40560 · MEMBER SPECIALITY (50+) - RENEW	500	500	375
40570 · MEMBER SPECIALITY (-50) - NEW	-	0	0
40580 · MEMBER SPECIALITY (-50) - RENEW	-	120	0
40610 · WATCHBIRD - ADVERTISING	-	0	0
40620 · WATCHBIRD - CLASSIFIED ADS	-	0	0
40650 · WATCHBIRD ARTICLE SALES	-	0	0
40660 · WATCHBIRD - BACK ISSUES	331	125	331
40710 · Media Services Income-You Tube, etc	-	200	0

40910 · POSTAGE & HANDLING	115	160	95
40920 · INTEREST INCOME	12	14	10
40990 · MISCELLANEOUS REVENUE	-	0	0
40000 · GENERAL & ADMINISTRATIVE INCOME - Other	-	0	0
Total 40000 · GENERAL & ADMINISTRATIVE INCOME	52,895	51469	45775

41110 · CONSV DONATIONS - GENERAL	500	100	4500
41120 · BIRD REGISTRY	-	0	0
41130 · DVD CONVENTION - NONTAXABLE	-	0	0
41140 · DVD CONVENTION - TAXABLE	-	0	0
41210 · CONSV DONATION - SISKIN	-	0	0
41320 · CITES PINS & MISC - TAXABLE	67	35	56
41330 · CITES PINS & MISC - NON TAXABLE	664	350	554
41340 · CITES ART	-	0	0
41350 · CITES - DONATION	-	0	0
41410 · RESEARCH DONATION - PDD	-	0	0
Total 41000 · CONSERVATION INCOME	1,231	485	5110

42020 · CONV ADS - PROGRAM	465	300	465
42110 · CONV BANQUET	4,650	2850	4650
42210 · CONV BOOTHS	2,875	7000	2875
42250 · CONV SPEAKER DVD - NONTAXABLE	-	0	0
42255 · CONV SPEAKER DVD - TAXABLE	-	0	0
42310 · CONV RAFFLE	14,029	13000	14029
42410 · CONV REGISTRATION	15,615	14000	15615
42510 · CONV SALES - PROCEEDINGS	-	0	0
42520 · CONV SALES - SHIRTS	3,476	3200	3476
42610 · CONV SPONSOR - BANQUET	-	0	0
42620 · CONV SPONSOR - BANQUET TABLE	375	375	375
42630 · CONV SPONSOR - BREAK	1,750	1000	1750
42640 · CONV SPONSOR - GALA/RECEPTION	1,890	760	1890
42650 · CONVENTION SPONSOR - SPEAKERS	650	500	650
42670 · CONV SPONSOR - TOTE BAG	850	850	850
42680 · CONV SPONSOR - TOURS	-	0	0
42690 · CONV SPONSOR - VENDOR GAME	-	0	0
42710 · CONV TOURS	-	0	0
42910 · CONV MISCELLANEOUS	6,573	0	6573
42000 · CONVENTION INCOME - Other	-	0	0
Total 42000 · CONVENTION INCOME	53,198	43835	53198
Total Income	107,325	95789	104082
Gross Profit	107,325	95789	104082

Expenses

60005 · ASSOCIATION MGMNT CONTRACT	22,800	22800	19000
60010 · BANKCARD FEES	2,609	1900	2174

60015 · BANK SERVICE CHARGES	20	0	20
60025 · EQUIPMENT	-	0	6743
60035 · INSURANCE - OFFICE	656	656	656
60050 · OFFICE SUPPLIES	250	300	68
60055 · OFFICE STORAGE EXPENSE	-	0	0
60065 · POSTAGE - GENERAL	1,700	1800	1221
60075 · TELEPHONE - HOME OFFICE	2,841	1620	2367
60090 · MISC FILING FEES	75	75	75
60110 · AFA STORE ART & GRAPHICS	-	0	0
60115 · AFA STORE SHIRTS	-	0	0
60120 · AFA STORE BOOKS	-	0	0
60130 · AFA STORE ITEMS	500	700	101
60140 · AFA STORE PROMOTION	-	0	0
60150 · AFA STORE SHIPPING	356	50	297
60160 · AFA STORE CONTRACT LABOR	-	0	0
60170 · SALES TAX	(10)	40	-9
60210 · FOA - COURSE DEVELOPMENT	-	0	0
60240 · FOA - GENERAL EXPENSE	675	950	644
60310 · FUND RAISING	543	550	543
60330 · DISASTER RELIEF FUND	845	750	845
60420 · LEG BANDS	4,900	4500	4040
60430 · LEG BANDS - POSTAGE	691	550	576
60505 · PRESIDENT	-	0	0
60510 · CFO	-	0	0
60515 · OUTSIDE ACCOUNTING	1,600	1500	1550
60520 · AUDIT/IRS FILINGS	-	0	0
60525 · EXECUTIVE COMMITTEE	-	0	0
60530 · BOARD OF DIRECTORS	-	1800	0
60535 · HOUSE OF DELEGATES	50	60	0
60540 · AWARDS	719	550	719
60545 · BIRD SHOW AWARDS	-	500	0
60550 · ELECTIONS COMMITTEE	90	90	0
60555 · LEGISLATIVE COMMITTEE	250	500	0
60558 · MEDIA SERVICES COMMITTEE	500	1200	0
60560 · MEMBERSHIP COMMITTEE	-	0	0
60565 · INSURANCE DIRECTOR/OFFICER	605	605	605
60570 · LEGAL EXPENSE	-	0	0
60575 · SPECIAL PROJECTS	-	0	0
60595 · WATCHBIRD WEBSITE	-	0	0
60610 · WEBSITE DEVELOPMENT	-	0	0
60630 · WEBSITE EXPENSE	1,797	1500	1498
60910 · ADVERTISING	-	0	0
60925 · BROCHURES	-	0	0
60930 · COMMERCIAL PLAQUES	701	475	584
60940 · FIDUCIARY TRAINING	-	0	0
60995 · MISCELLANEOUS EXPENSE	152	150	127
60000 · GENERAL & ADMINISTRATIVE EXP - Other	-	0	0
Total 60000 · GENERAL & ADMINISTRATIVE EXP	45,915	46171	44445

62010 · CONSERV COMMITTEE	1,000	1300	0
62020 · CONSERV GRANTS & PROJECTS	3,250	2000	1250
62030 · DVD CONVENTION	-	0	0
62110 · CONSERV BIRD REGISTRY	-	0	0
62210 · CONSERV SISKIN COMM EXPENSE	-	0	0
62310 · CONSRV MISC GRANTS & PROJECTS	-	0	0
62410 · CITES COMMITTEE	-	200	0
62420 · CITES PINS	450	625	405
62430 · CITES TRAVEL	1,000	500	1000
62000 · CONSERVATION EXPENSES - Other	960	0	960
Total 62000 · CONSERVATION EXPENSES	6,660	4625	3615
63010 · CONV ADVERTISING	-	500	0
63020 · CONV ARTWORK	972	2650	972
63030 · CONV AUDIO VISUAL	2,500	4000	2442
63040 · CONV BOOTH EXPENSE	657	2000	657
63050 · CONV DECORATIONS	-	0	0
63060 · CONV DRAWING	447	600	447
63070 · CONV ENTERTAINMENT	-	0	0
63080 · CONV BREAK EXPENSE	9,227	5200	9227
63090 · CONV FACILITY EXPENSE	1,500	1500	-2000
63100 · CONV FOOD COST	12,000	12000	6632
63110 · CONV GALA/RECEPTION EXPENSE	1,624	850	1624
63120 · CONV POSTAGE/SHIPPING	1,478	1613	1478
63130 · CONV PRINTING	1,508	500	1508
63140 · CONV PROCEEDINGS	-	0	0
63150 · CONV PROMOTION	-	0	0
63160 · CONV PROGRAM	-	600	0
63170 · CONV REGISTRATION	94	1000	94
63180 · CONV SECURITY	-	0	0
63190 · CONV SHIRTS	3,436	3000	3436
63200 · CONV SPEAKERS	500	500	2586
63201 · CONV SPEAKER DVD	-	0	0
63205 · CONVENTION SPONSORSHIP	-	0	0
63210 · CONV SUPPLIES	-	50	0
63220 · CONV TELEPHONE	-	0	0
63230 · CONV TOTE BAG EXPENSE	482	500	482
63240 · CONV TOURS	-	0	0
63910 · CONV MISCELLANEOUS EXPENSE	5,460	100	5460
63000 · CONVENTION EXPENSE - Other	-	0	0
Total 63000 · CONVENTION EXPENSE	41,885	37163	35045
64010 · WATCHBIRD ARTICLE FEES	-	0	0
64020 · WATCHBIRD ADVERTISING	-	0	0
64030 · WATCHBIRD ART/LAYOUT	-	0	0
64040 · WATCHBIRD EDITING	-	0	0
64050 · WATCHBIRD TYPESETTING	-	0	0

64110 · WATCHBIRD PRINTING	8,000	8000	6022
64120 · WATCHBIRD MAILING HOUSE	-		0
64130 · WATCHBIRD MAILING/POSTAGE	1,598	750	1073
64140 · WATCHBIRD PHONE/POSTAGE	-	0	0
64900 · WATCHBIRD MISCELLANEOUS EXPENSE	1,141	0	1141
Total 64000 · WATCHBIRD EXPENSES	10,738	8750	8236
66000 · Payroll Expenses	-	0	0
66900 · Reconciliation Discrepancies	-	0	0
69000 · NON-OPERATING FUNDS	-	0	0
69100 · ADJUSTMENT ACCOUNT	-		1100
69200 · ENDOWMENT REPAYMENT	-	0	0
69300 · RETURN CHECK SUSPENSE ACCT	-	0	100
Total 69000 · NON-OPERATING FUNDS	-	0	1200
	-	0	92540
Total Expense	105,198	96709	92540
Total Income	107,325	95789	104082
Total Expense	105,198	96709	92540
Net Profit/(Loss)	2,127	-920	11542

AFA Executive Committee

The Executive Committee is composed of the President, First Vice President, Second Vice President, Secretary, Treasurer and the Past President. The Committee has the latitude to take necessary measures to maintain the daily function and operations of the organization.

Any such act and any such action must be reported to the board as a whole prior to the action taking effect.

AFA RD Job Description

Assisting in the training of all State Coordinator's.

Consistent communication with SC's in relaying information pertinent to their job and area. Asking for input on BOD agenda items they receive from their region and about their region.

Securing a quarterly report from all your State Coordinators. Assisting State Coordinators in their work with Club Delegates.

Assist State Coordinator's with managing and contacting anyone with an expired membership for renewal.

Train and assist in the manning of an AFA booth at bird fairs, marts and related conferences and club meetings to solicit individual and club memberships.

Monitoring and evaluating the performance of the State Coordinators.

Recruiting and recommending to the AFA Board of Directors responsible aviculturists to fulfill open positions of State Coordinator for the states in his/her region.

Promote the annual AFA Educational Conference and the sale of Raffle Tickets.

State Coordinator AFA Job Description

8/2023

This position is about representing AFA and organizing AFA activities in your state. For two years you will serve as the communication link between the Board of Directors (BOD), Club Delegates and the individual members in your state. When you have questions about your duties or any other AFA related matters, contact your Regional Director (RD). All Coordinators must be an AFA member in good standing for the duration of their term. The job requires that you:

Disseminate information. You are the communications link between AFA and local members. Make sure that your Club Delegates are supplied with promotional material for the AFA table at club meetings. Make sure that Delegates are kept informed on time sensitive matters and are passing this information to their clubs.

Make regular contact with Club Delegates. Contact each Delegate prior to quarterly board meetings (monthly contact is recommended). Having club newsletters sent to you will help you stay aware of issues and events. Attend club meetings when possible.

Coordinate membership drives. Formulate plans to increase AFA membership. Coordinate membership drives with Delegates. Set up an AFA booth or display at local bird marts, fairs and seminars, etc. Ask local Avian Veterinarians if you can leave AFA material in their waiting rooms. Also ask pet stores to do the same.

Help your Regional Director - Contact anyone with an expired membership for renewal when asked.

Help with disaster relief when necessary.

Submit a quarterly report, even if no activity has transpired, to your RD prior to board meetings. Summarize your activities. Include details such as names, locations, dates and results.

Be alert for any new or proposed changes to state or local legislation or regulations that affects birds or animals. (Most laws say "animals". This often includes birds). You are the first line of action against overly restrictive laws and regulations. You are the experts who can educate lawmakers about the pros

and cons of what they are considering. Meet with your state and local elected & appointed officials. (The Legislative Committee can assist with protocols and procedures.) Provide avicultural material to educate them about birds as companions and captive breeding efforts. Make sure to leave your name, address and telephone number. Put your name on the State Fish and Game, and the State Legislature mailing lists to be notified of any new laws or regulations that relate to all animals, especially exotics. Obtain copies of proposed laws or regulations and inform your RD immediately of any legislative or regulatory activity. Organize efforts with your club delegates to assist with writing informational letters and avicultural opinions with the delegates and club members. Always coordinate your efforts with your RD.

Promote the annual AFA Educational Conference and the sale of Raffle Tickets.

State Coordinator Nominating Procedure

Any person nominated to become a State Coordinator must meet all the criteria set forth in the General Criteria for Appointed Officers within the AFA.

Any person nominated to become a State Coordinator must currently reside within the state and area to which that appointment is occurring, and must reside there throughout their tenure or be subject to replacement by the Regional Director of that state and area.

Any person nominated to become a State Coordinator for a specific area, must be nominated only by the Regional Director of that state.

Any person nominated to become a State Coordinator must submit a resume and list of qualifications to be included in the nominating Regional Director's quarterly board report. It is the responsibility of the nominating Regional Director, that the board report contain the qualifications of the nominee. Furthermore, the quarterly report must be made available to all members of the BOD for a period of not less than 2 weeks prior to the next scheduled board meeting. If any of these conditions are in abeyance, the consideration of the appointment of the nominee to state coordinator is left to the discretion of the BOD and any action on the appointment may be tabled until the following board meeting for further consideration.

The resume and list of qualifications for candidacy of the position of State Coordinator must include, but is not limited to:

Personal Information: Name and permanent address

Professional Information: Profession, educational background, extent and tenure of avicultural experience, relevant life and/or business experience.

AFA organizational Information: List AFA club memberships and positions; AFA promotional involvement; and AFA convention attendance or any type of AFA service. Non-AFA

Organizational Information: List all relevant avicultural non-AFA organizations such as non-AFA bird clubs, humane organizations, animal rights organizations, and conservation organizations.

The BOD shall review and consider the nominee's suitability for office upon presentation of the qualifications at the next board meeting. The RD shall act as the advocate/representative of the nominee if the nominee cannot be present.

It is at the discretion and judgment of the BOD, to determine whether the nominee's appointment will be approved. Denial of appointment may be based upon any substantiated criteria or information that the board deems as relevant to the successful and unencumbered operation of the AFA or any of its affiliates.

Any person nominated to become a State Coordinator who engages or has engaged in unethical or disruptive (but not necessarily illegal) activities, which the BOD deems at its discretion as relevant to the successful and unencumbered operation of the AFA or any of its affiliates, may be denied appointment.

The terms of office of all SCs will be concurrent with that of the RD, and SCs are subject to reappointment or dismissal when a RD is elected to office.

Reappointment: Reappointment of a State Coordinator is to occur at the pleasure of the RD of that state. All reappointments are subject to approval by the BOD.

Interim Appointments: An Interim Appointment of a State Coordinator may occur under the following conditions:

(a) The interim SC may only serve until the next board meeting at which time the RD must nominate the interim SC or some other nominee in accordance with these stated guidelines.

(b) The RD must have the approval of the board before the interim appointment can become effective.

Dismissal: A SC may be dismissed before their tenure of office is complete under the following conditions:

(a) The RD of the SC must submit evidence to the BOD that there is reasonable cause for dismissal in the judgment of the BOD

(b) The RD must, after the approval of the BOD, mail a certified/return-acknowledgement letter to the SC notifying them of their dismissal.

(c) After the letter has been delivered, the RD may then appoint an interim SC or leave the position vacant until a suitable replacement is made.

AFA General Criteria for Appointed Officers

Any person nominated to hold any office within the AFA must have been a member in good standing of the AFA for at least 1 year with the following exceptions:

Any AFA Club Delegate

Any committee member or chair appointed by the BOD

Any person appointed by the BOD to serve in an advisory or auxiliary capacity.

Any person nominated to hold office within the AFA must maintain current membership with the AFA throughout their tenure of office, or be subject to removal by the BOD with the following exception:

Any person appointed by the BOD to serve in an advisory or auxiliary capacity.

Any person convicted of a felony by a U.S. Court of Law may be denied office or be removed from office by the BOD pending review of the particular offense.

"Appointed Office" for the AFA is defined to be any State Coordinator, Committee Member, or any person appointed by the BOD to serve in an advisory or auxiliary capacity.

Officer Removal from the Board of Directors

Any officer of the AFA Board of Directors who is not functioning effectively within their defined area of responsibility, as evidenced by a lack of reports, uncompleted assignments or failure to attend two consecutive board meetings may be removed from office upon the recommendation of the President and/or Executive Director, followed by a vote of the Board of Directors.

The President and/or Executive Director has the power to dismiss and replace any committee chairman, project coordinator, paid staff member or appointed personnel not performing their assigned or assumed responsibilities or demonstrating insubordinate behavior.

Dismissal of personnel will be confirmed by a letter from the President and/or Executive Director to the Board of Directors within 72 hours of the action.