Members,

Some recent changes have occurred within the TBOA Board that we wanted to inform you of.

As a result of personal circumstances, the Board President had to resign. As a result of his resignation the Board made adjustments to two offices. These adjustments involved moving the First Vice President (Tim Pendleton) into the President’s office and moving the Second Vice President (Rick Meister) into the First Vice President’s office. The Treasurer (Chuck Martin) and the Secretary (Dewayne Johnston) will remain in their positions. Dewayne was appointed to the Board in November to fill the vacancy created by the resignation of the previous Secretary. The Second Vice President is currently vacant. The Board felt these moves were necessary in order to maintain a proper system of leadership. The obvious being the President as the main leadership position and, secondly, the First Vice President as the one who would lead in the absence of the President and begin planning for the next conference. With the vacated Second Vice President office we are asking for anyone who may want to fill this role to let us know. It could be temporary just until the next installation of officers which is scheduled this April. Please see the second page of this document for the responsibilities of the Second Vice President for your information.

Anyone interested please complete the application available at the link below.

<https://4b229d1b-0800-4595-8d4d-818e2810ea1a.filesusr.com/ugd/e6cef3_fcd78ee97a494d84901fd3f327f113f6.pdf>

Should you have any concerns or questions, please feel free to contact any of the Board of Directors.

Thank you

TBOA BOD



**T.B.O.A. Board Responsibilities**

**2nd VICE PRESIDENT**

* The Vice President takes over in the absence of the President and 1st Vice President.
* The Vice President ensures that the organization is properly registered.
* The Vice President supervises all organization ceremonies and elections and ensures that they are conducted according to accepted guidelines.
* The Vice President enforces disciplinary actions as determined by the organization.
* The Vice President shall be responsible for getting photographs at all functions.
* The Vice President shall maintain photographs, newspaper clippings, and letters of appreciation and each item must be well documented for future reference.
* The Vice President shall be responsible for securing the awards after having received the award committee’s selections.
* The Vice President shall upon selection and approval of the board of directors, order the conference gifts including all arrangements for shipping and delivering them for conference use.
* The Vice President shall be responsible to run and maintain the TBOA website