TRUSTEE AT LARGE

**AUTHORITY**

The Trustee at Large shall serve as the liaison between components and the Board of Directors, and shall have other such duties as may be determined by the President or the Board of Directors.

**TERM**

The Trustee at Large shall serve a three-year term in office.

**DUTIES**

1. Adhere to all procedures and duties outlined in this manual.
2. Serve as:
	1. Member of the Board of Directors.
	2. Member of the Administrative Council.
		1. Member of Finance Committee.
		2. Member of the Nominating Committee.
		3. Member of the Bylaws Committee.
		4. Chair of Awards Committee.
	3. Member of the Annual Conference Council.
		1. Member of Non-Dues Committee.
		2. Member of Continuing Education Committee.
	4. Member of the Membership Council.
		1. Member of the Membership Services–Recruitment Committee.
		2. Member of the Membership Services–Retention Committee.
3. Serve as liaison between components and the Board of Directors.
4. Maintain regular communication with the contact person in each IDHA Component.
5. As requested, assist each Component in meeting their requirements as set forth by IDHA for meetings, continuing education opportunities, fundraising, and membership recruitment and retention.
6. Provide information to each Component of the decisions and actions of the IDHA Board of Directors that will affect components.
7. Request and collect Component Quarterly reports and provide the BOD with updated information on Component activities, membership recruitment, CE’s and fundraising efforts on a regular basis.
8. Provide the Membership Council with Component CE attendee names and contact information.
9. Report and Track Continuing Education Events from Components. Provide pertinent information (such as CE course name, number of credits, topic area, and feedback) to the Chair of the Continuing Education Committee and Central Office, as requested.
10. Request and collect information about each Component’s ongoing activities and accomplishments for inclusion in the Component Section of the IDHA website.