

AMERICAN THEATRE ORGAN SOCIETY (ATOS)

JOB DESCRIPTION

CHAIRMAN OF THE BOARD

1. Serves as the Chairman of the ATOS Board of Directors and in such capacity is responsible for the general supervision, direction and control of the business and affairs of ATOS. The Chairman presides at all membership meetings and meetings of the Board of Directors.
2. Appoints all Committee Chairs to committees approved by the Board of Directors, except the Nominating Committee and Endowment Fund Committee.
3. Serves as an ex-officio (non-voting) member of all committees except the Nominating Committee.
4. Has such other powers and duties as may be prescribed by the Board of Directors.
5. Prepares agendas for Board of Directors and Membership meetings, and other meetings as applicable.
6. Will provide orientation to all incoming board, officers, and staff members
7. Serves as the Chairman of the Executive Committee.
8. Schedules such meetings of the Board of Directors, Executive Committee and Membership as required.
9. May vote on a motion only to break or make a tie or when the Chairman's vote will affect the outcome of the motion under consideration.
10. Is a signatory on all contracts and agreements of the Society.
11. Is a signatory on all financial instruments, checks (in the amount previously determined by the Board), investments, etc. along with the Treasurer.
12. Works closely with the Board of Directors and Staff members to ensure an efficient operation of matters pertaining to the Society.

AMERICAN THEATRE ORGAN SOCIETY (ATOS)

JOB DESCRIPTION

CHAIRMAN OF THE BOARD

CHAIRMAN'S RESPONSIBILITIES PRIOR TO ANNUAL CONVENTION:

The following items should be discussed with the Host Chapter Convention Chairman at least 30 days prior to the start of the convention:

- Executive Committee Meeting: reserve a room, number of people, table, chairs, ensure that the time and date is known to the hotel for their published daily activity calendar, etc.
- Board of Directors Meeting: reserve a room, number of people, table size, chairs at the table, chairs around the room for others, water, refreshments (normally arranged by the Treasurer on the master ATOS account), times and dates known to the hotel for their published daily activity calendar, etc.
- Member Forum Meeting: reserve a room, anticipated number of people, seating arrangement (normally "theatre" seating), number of chairs, microphones, podium.
- Annual Membership Meeting: table size (for Board members), number of chairs, microphones, podium, podium light (if in a dark environment).
- Banquet: head table -- long vs. round, podium, microphones, table for awards, location for photographs of award recipients, location for photograph of the Officers and Board of Directors, invocation (who?), order of events, introductions (who?), seating arrangement at the head table and/or number of people, award handler to the presenter, requests of the host chapter, host chapter people to be acknowledged, chronology of events in particular as it affects the events which affect the time of the hotel to serve the dinner.
- Other meetings: Have a room, preferably the Board meeting room, available throughout the convention for other meetings as may be necessary until adjournment.