

ZRA LEADERSHIP DESCRIPTIONS
OFFICERS & BOARD OF DIRECTORS

(Please reference bylaws for more details on each position)

Note: Each position serves a 2 year term

Position	Responsibilities
President	Official representative of ZRA Chair of Board of Directors & Strategic Planning Committee Runs monthly board meetings and the annual business meetings Oversite for ZRA Leadership Development Program
Vice President	Assists President with duties and in absence Serves as Vice Chair to Strategic Planning Committee
Secretary	Maintains official records of all business and Board meetings Ensures compliance with ZRA RIM policies Ensures official documents are used properly Edits/publishes/distributes ZRA newsletter Ensures annual financial review process is complete
Treasurer	Oversee all funds received and provides proper disbursement Prepares annual budget with Vice President
Director, Board Liaison / Governance	Works with Board to conduct association business & make decisions for ZRA between annual business meetings Oversees Committees associated with governance
Director, Board Liaison / Membership Services	Works with Board to conduct association business & make decisions for ZRA between annual business meetings Oversees Committees associated with membership services
Director / Board Liaison / Professional Development, Standards and Training	Works with Board to conduct association business & make decisions for ZRA between annual business meetings Oversees Committees associated with Professional Development, Standards and Training

ZRA LEADERSHIP DESCRIPTIONS

COMMITTEES

(Please reference bylaws for more details on each position)

Note: All Chair and Vice Chair positions serve 2 year terms

BOARD COMMITTEES	
Strategic Planning <i>(Chaired by President)</i>	Coordinates the development of the strategic plan Makes recommendations to BOD
Website Management <i>(No Chair. Overseen by Board)</i>	Posts updates on website Sends notices to membership Ensures consistency before items are published on website Functions as liaison to ZRA
GOVERNANCE COMMITTEES	
Ethics Committee	Administers and upholds ZRA Code of Ethics Reviews ZRA Code of Ethics amendment proposals and presents for a vote
Bylaws Committee	Reviews all proposals for amendments to the Bylaws and present for a vote
History Committee	Coordinates and document historical events & professional evolution of ZRA Manages ZRA archives (records and artifacts)
Nominations and Elections Committee	Recruits candidates for Officer & Board positions based on Bylaws criteria Oversees annual elections and voting during the annual business meeting
MEMBERSHIP SERVICES COMMITTEES	
Membership Services Committee	Oversees membership management Coordinates all related programs and initiatives
Marketing and Public Relations Committee	Coordinates advertising and public relations activities
External Relations Committee	Acts as primary liaison between ZRA and related organizations in the zoo industry
Annual Conference Committee	Ensures all ZRA policies and procedures for annual conference are followed Ensures financial management and reporting requirements are met
PROFESSIONAL DEVELOPMENT, STANDARDS AND TRAINING COMMITTEES	
Professional Development Committee	Evaluates proposals submitted to BOD for consideration
Standards Committee	Evaluates the needs for industry standards as they relate to registrar function
Training Committee	Develops and coordinates training programs