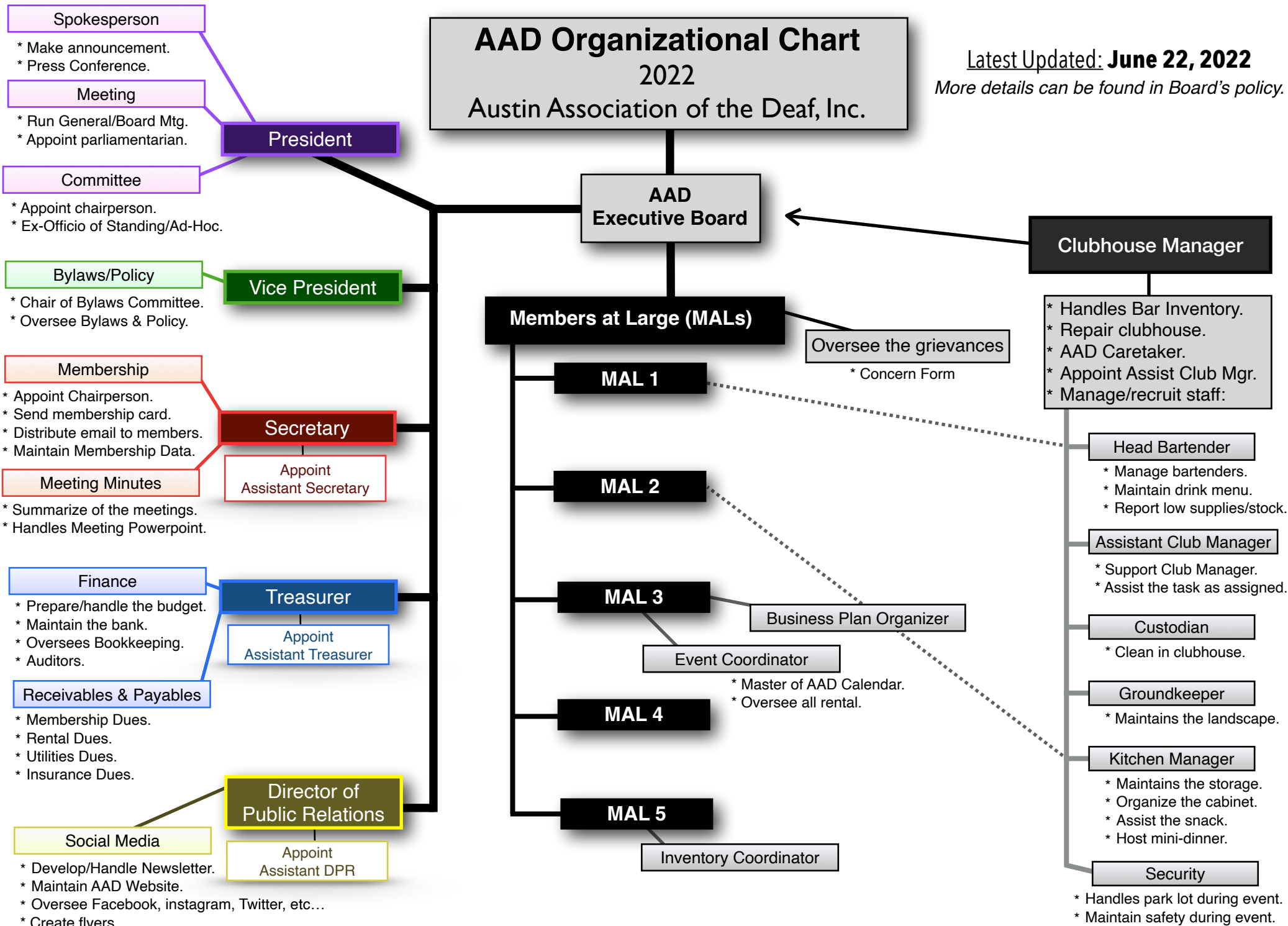


# AAD Organizational Chart 2022 Austin Association of the Deaf, Inc.

Latest Updated: **June 22, 2022**  
More details can be found in Board's policy.



**Spokesperson**

- \* Make announcement.
- \* Press Conference.

**Meeting**

- \* Run General/Board Mtg.
- \* Appoint parliamentarian.

**Committee**

- \* Appoint chairperson.
- \* Ex-Officio of Standing/Ad-Hoc.

**Bylaws/Policy**

- \* Chair of Bylaws Committee.
- \* Oversee Bylaws & Policy.

**Membership**

- \* Appoint Chairperson.
- \* Send membership card.
- \* Distribute email to members.
- \* Maintain Membership Data.

**Meeting Minutes**

- \* Summarize of the meetings.
- \* Handles Meeting Powerpoint.

**Finance**

- \* Prepare/handle the budget.
- \* Maintain the bank.
- \* Oversees Bookkeeping.
- \* Auditors.

**Receivables & Payables**

- \* Membership Dues.
- \* Rental Dues.
- \* Utilities Dues.
- \* Insurance Dues.

**Social Media**

- \* Develop/Handle Newsletter.
- \* Maintain AAD Website.
- \* Oversee Facebook, instagram, Twitter, etc...
- \* Create flyers.

**President**

**Vice President**

**Secretary**

**Treasurer**

**Director of Public Relations**

**AAD Executive Board**

**Members at Large (MALs)**

**MAL 1**

**MAL 2**

**MAL 3**

**MAL 4**

**MAL 5**

Oversee the grievances  
\* Concern Form

Business Plan Organizer

Event Coordinator

- \* Master of AAD Calendar.
- \* Oversee all rental.

Inventory Coordinator

**Clubhouse Manager**

- \* Handles Bar Inventory.
- \* Repair clubhouse.
- \* AAD Caretaker.
- \* Appoint Assist Club Mgr.
- \* Manage/recruit staff:

**Head Bartender**

- \* Manage bartenders.
- \* Maintain drink menu.
- \* Report low supplies/stock.

**Assistant Club Manager**

- \* Support Club Manager.
- \* Assist the task as assigned.

**Custodian**

- \* Clean in clubhouse.

**Groundkeeper**

- \* Maintains the landscape.

**Kitchen Manager**

- \* Maintains the storage.
- \* Organize the cabinet.
- \* Assist the snack.
- \* Host mini-dinner.

**Security**

- \* Handles park lot during event.
- \* Maintain safety during event.