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

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

AAD Executive Board

President
- Spokesperson
  - * Make announcement.
  - * Press Conference.
- Meeting
  - * Run General/Board Mtg.
  - * Appoint parliamentarian.
- Committee
  - * Appoint chairperson.
  - * Ex-Officio of Standing/Ad-Hoc.

Vice President
- Bylaws/Policy
  - * Chair of Bylaws Committee.
  - * Oversee Bylaws & Policy.

Secretary
- Appoint Assistant Secretary
- Membership
  - * Appoint Chairperson.
  - * Send membership card.
  - * Distribute email to members.
  - * Maintain Membership Data.
- Meeting Minutes
  - * Summarize of the meetings.
  - * Handles Meeting Powerpoint.

Treasurer
- Appoint Assistant Treasurer
- Finance
  - * Prepare/handle the budget.
  - * Maintain the bank.
  - * Oversees Bookkeeping.
  - * Auditors.
- Receivables & Payables
  - * Membership Dues.
  - * Rental Dues.
  - * Utilities Dues.
  - * Insurance Dues.

Director of Public Relations
- Appoint Assistant DPR
- Social Media
  - * Social Media Coordinator.
  - * Develop/Handle Newsletter.
  - * Maintain AAD Website.
  - * Oversee Facebook, Instagram, Twitter, etc…
  - * Create flyers.
  - * Oversee the Public Relations Committee.

Members at Large (MALs)
- Oversee the grievances
  - * Concern Form
- **MAL 1**
- **MAL 2**
- **MAL 3**
  - Business Plan Organizer
  - Event Coordinator
    - * Master of AAD Calendar.
    - * Oversee all rental.
- **MAL 4**
- **MAL 5**
  - 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.