

AAD Organizational Chart 2021 Austin Association of the Deaf, Inc.

Latest Updated: **November 17, 2021**
More details can be found in Board's policy.

Spokesperson

- * Make announcement.
- * Press Conference.

Meeting

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

Admission Duty

- * Make schedule.
- * Assign the others.

Committee

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

Bylaws/Policy

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

Election

- * Appoint Chair during even number year.
- * Appoint Chair or run the election during odd number year.

Membership

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

Meeting Minutes

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

Finance

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

Receivables & Payables

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

President

Vice President

Secretary

Appoint Assistant Secretary

Treasurer

Appoint Assistant Treasurer

Director of Public Relations

Appoint Assistant DPR

Social Media

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

AAD Executive Board

Members at Large (MALs)

Oversee the grievances

MAL 1

MAL 2

MAL 3

Business Plan Organizer

Event Coordinator

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

MAL 4

Assistant to Social Media

- * Assisting DPR as assigned.
- * Oversee the TikTok platform.

MAL 5

Social Coordinator

- * Appoint Co-Social Coordinator.
- * Oversee TINGO/BankNight.
- * Host any AAD's event.

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.