

Board of Directors & Chapter Leadership Orientation
Friday, December 7, 2018
Positive Vibe Café, Richmond (Private Dining Room)

Meeting Schedule

Board Orientation	10:00 a.m. – 11:00 a.m.
Board Meeting	11:00 a.m. – Noon
Lunch	Noon – 1:00 p.m.

VASEA's mission is to advance the recognition of enrolled agents and to enhance the professional growth of its members through promotion, member support, advocacy and education.

Board Orientation Agenda

- I. Welcome & Introductions
 - Name, Company, Specialty
 - Ice-breaker-Personal Leadership Style Quiz
- II. Brief Overview of VASEA
 - A. History
 - B. Mission
- III. Expectations of Board Members
 - A. Responsibilities
 - i. Board Meeting Preparation/Participation
 1. Robert's Rules of Order
 2. Sample Agenda and Minutes
 - ii. Committee Participation – All board members must serve on at least one committee OR serve their local chapters in a leadership capacity
 1. Membership Committee (Lynn Gabriel, EA, Chair)
 2. Public Relations Committee
 - a. Legislative Day Committee (Eric Duncan, EA, Chair)
 3. Chapter Leadership (Ex. Dick Eimas, EA)
 - B. Time Commitment
 - i. 4 board meetings per year
 1. 2 in person; 2 via conference call
 - ii. Attend all VASEA events (minimum of 1 per year) Can volunteer (No CE)
 - iii. Check message board weekly
 - C. Membership Recruitment – expectation to recruit new members
 - D. Administrator's Role – facilitate and implement the board vision
 - i. Reports to the president
 - ii. Supports committees
- IV. Wrap-Up

Board Meeting Agenda

- I. Call to Order Ms. Gaines
- II. Approval of Agenda Ms. Gaines
- III. President's Report Ms. Gaines
- IV. Secretary's Report Mr. Eimas
 - A. October Board Meeting Minutes
 - B. 2018 Annual Meeting Minutes
- V. Treasurer's Report Mr. Duncan
 - A. Financial Report
 - B. 2019 Budget Draft
- VI. Chapter Reports
 - A. Blue Ridge Mr. Wimberly
 - B. Fredericksburg Ms. Harrington
 - C. Hampton Roads Ms. Kelly
 - D. Northern Virginia Mr. Eimas
 - E. Richmond Ms. Gaines
- VII. Program Reports
 - A. Education
 - B. Educating America
 - C. Legislative Awareness
 - D. Membership
 - E. Public Relations
 - i. Promoting VaSEA to Non-EA Tax Professionals
- VIII. Ongoing Business
 - A. NASBA
- IX. New Business
 - A. GGAM Contract Renewal
- X. Calendar
 - A. Next Board Meeting
- XI. Adjournment