08. **LEADERSHIP DEVELOPMENT**

08.1 **Orientation Meetings**

08.11 The immediate Past-President is responsible for the orientation of the new Vice President.

08.12 The President Elect is responsible for the orientation all of the new board members, chapter representatives and committee chairs, with the assistance of the Vice President and Secretary at the fall meeting and conference meeting.

08.13 The Secretary is the Board liaison to the chapter representatives throughout the year for communication and follow-through on responsibilities.

08.14 The Vice President is the Board liaison to the Committee Chairs throughout the year for communication and follow-through on responsibilities.

08.15 All new members shall be provided the History and Development of the NYSAAA and be required to review the P.O.P. Manual IN ADVANCE of the orientation session. (Current P.O.P. Manual is posted on website)

08.2 **Agenda Items/Topics**

08.21 NYSAAA Inception History
   - Purpose of Association
   - Organizing Committee
   - How Association was First Established
   - Elections
   - NYSAAA Newsletter

08.22 Selection of Logo
   - Terms of Office
   - Development of Awards Program

08.23 Chapter Representatives
   - Officers from Board - rationale
   - Tax Exempt Status
   - Membership Benefits/Services
   - Relationship of NYSAAA to National Federation & NIAAA

08.24 Vice President & President-Elect
   - Committee Structure
   - Job Descriptions
   - NIAAA Liaison

08.25 P.O.P. Manual
   - Resolutions
   - Leadership Development
   - Purposes of Association as Guide for Decision-Making
08.3 **Time**

It is recommended that a minimum of forty-five (45) minutes be scheduled for the orientation meeting.