

PRESIDENTS' ROUND TABLE

ROLES AND RESPONSIBILITIES RELATED TO THE LAKIN INSTITUTE FOR MENTORED LEADERSHIP

PRESIDENTS' ROUND TABLE CONVENER	<ul style="list-style-type: none"> • Ensure the following are funded annually: <ul style="list-style-type: none"> - coordinator's expenses, if needed; - institute lunches and culminating banquet; and - printing of programs and other materials for the institute. • Select sites and coordinators for annual institute at least two years in advance. • Attend all Lakin activities and serve as presenter. • Work closely with Lakin coordinator and administrative assistant to the Lakin Institute.
ADMINISTRATIVE ASSISTANT TO THE ROUND TABLE	<ul style="list-style-type: none"> • Provide assistance to the convener in all matters related to the organization. • Maintain the Round Table data base and e-mail list. • Keep a listing of all changes in membership. • Disseminate Round Table meeting minutes, and treasurer's reports. • Work with Round Table treasurer's office to (1) advise of new member addresses, etc.; (2) ensure all members are billed; and (3) send follow-up letters (from the convener) to those in arrears on dues. • Send open position announcements to Round Table and Lakin e-mail lists. • Send meeting announcements to Round Table and Lakin e-mail lists. • Advise membership of other pertinent information (members running for AACC board positions, etc.) • Arrange, reserve meeting times, details for AACC Round Table meeting. • Monitor web site and send appropriate, timely information to Round Table webmaster. • Maintain Round Table files.
ROUNDTABLE SECRETARY	<ul style="list-style-type: none"> • Conduct the selection process for Lakin mentees.
LAKIN COORDINATOR	<ul style="list-style-type: none"> • With the Lakin co-coordinator, develop activity schedule for the Institute, including topics/presenters. • Correspond appropriately with presenters, mentees, and others associated with the Institute. • Work closely with the host institution in developing the activities and binder. • Work closely with convener to develop Lakin Institute budget. • Ensure that all Institute activities are conducted in a professional manner. • Engage as many Round Table members as participants in the Institute as possible. • Provide a wide range of topics. • Orient successor, and provide appropriate materials for a smooth transition.
LAKIN HOST INSTITUTION	<ul style="list-style-type: none"> • Work with Lakin coordinator in developing local activities for the institute. • Work closely with Lakin coordinator on development/compiling of binder and other materials to be provided on site. • Provide transportation required for local activities. • Coordinate events during the week. • Secure hotels rooms. • Secure meeting rooms. • Maintain constant communication with the Lakin Institute coordinator. • Arrange luncheon and dinners. • Arrange for activities and/or visits to historic or points of interest in the locality of the host institution. • Be responsible for check-in and registration throughout the week. • Arrange for transportation to off-site activities. • Arrange for location for Friday night dinner banquet. • Assist the Lakin coordinator in identifying and securing speaker for banquet. • Be responsible for one dinner (usually Thursday night) for mentees. • Provide assistance and adequate staff to help coordinate events and activities throughout the week.
ADMINISTRATIVE ASSISTANT TO THE LAKIN INSTITUTE	<ul style="list-style-type: none"> • Develop (annually) print and electronic versions of Lakin brochure. ? • Promote Institute with AACC, NCBA, ACCT and others. • Ensure Lakin website contains updated information (application process, location of institute, etc.) on each year's Institute. • Respond to Institute inquiries ? • Send appropriate information to applicants. ? • Maintain participant files. ? • Invoice participants for registration fees. ? • Maintain records of participant submissions for participation in the Institute. ? • Submit registration fees to treasurer. ? • Work closely with Lakin coordinator and host institution on Institute details, including the binder. • Serve as primary contact to Lakin applicants. ? • Summarize mentee evaluations. • Conduct follow-up with mentees on behalf of convener, including a letter to each mentee's president. • Maintain Institute files. • Send job announcements to all Lakin mentees