

**ARTICLE IV**  
**AREA 11 CHAIR**

IV.1. The AREA 11 Chair is the liaison between AREA 11 and the Executive Director of HANDBELL MUSICIANS OF AMERICA as well as the HANDBELL MUSICIANS OF AMERICA Board of Directors, and staff.

IV.2. The AREA 11 Chair, during the term of office, attends all meetings of the HANDBELL MUSICIANS OF AMERICA Area Advisory Board as called by the HANDBELL MUSICIANS OF AMERICA Executive Director. A written report will be submitted to the AREA 11 Board of Directors.

IV.2.a. Should the AREA 11 Chair be unable to attend the meeting, the AREA 11 Chair-Elect is the first alternate. Should the AREA 11 Chair-Elect be unable to attend, the Executive Committee selects another alternate.

IV.3. The AREA 11 Chair may attend an annual HANDBELL MUSICIANS OF AMERICA National event. Customary Expenses will be paid.

IV.3.a. Should the AREA 11 Chair be unable to attend the event, the AREA 11 Chair-Elect may attend. Customary Expenses will be paid.

IV.4. The AREA 11 Chair submits reports annually or as requested to the HANDBELL MUSICIANS OF AMERICA National Office.

IV.5. The AREA 11 Chair calls all meetings of the Executive Committee and the Board of Directors.

IV.6. The AREA 11 Chair conducts meetings of the Executive Committee, Board of Directors and general AREA 11 meetings.

IV.7. The AREA 11 Chair is the only officer authorized to sign contracts upon direction of the AREA 11 Board of Directors.

IV.8. At least one month prior to the end-of-term the AREA 11 Chair will request from the end-of-term AREA 11 Chair-Elect, an annual estimated working budget exclusive of festival expenses.

IV.9. The AREA 11 Chair presents an annual estimated working budget, exclusive of festival expenses, to be approved by the Board of Directors prior to the beginning of the fiscal year.

IV.10. The AREA 11 Chair receives vouchers for review, approval and payment.

IV.11. The AREA 11 Chair appoints a Parliamentarian for AREA 11 Board Meetings.

IV.12. AREA 11 Festivals/Conferences are held every other year in the even years with the AREA 11 Chair having primary responsibility for the event.

IV.13. The AREA 11 Chair presents an AREA 11 Festival Budget to the AREA 11 Board of Directors for approval at least eighteen (18) months prior to the event.

IV.14. The AREA 11 Chair may appoint a Festival Chair and/or committees as needed to assist with the biennial AREA 11 Festival/Conference, with the exception of signing Festival related contracts and presenting the Festival budget to the Board of Directors.

IV.15. The AREA 11 Chair appoints Committee Chairs. These Committees may include, but not limited to, CHIME, Membership, Event Planning, Education, Newsletter, Publicity, Web Steward, Scholarship, Finance, etc.

IV.16. The AREA 11 Chair rings the “Opening Bell” at the AREA 11 Festival/Conference.

IV.17. The AREA 11 Chair is responsible for forwarding AREA 11 information to the AREA 11 webpage ([www.areas11.org](http://www.areas11.org)) web steward. Information may include, but not limited to, AREA 11 news, special interest stories, ballot results, happenings, etc.

IV.18. The AREA 11 Chair compiles, reviews, forwards and confirms with HANDBELL MUSICIANS OF AMERICA National Office, applications for approval of Endorsed or Sponsored Events.