

# WANTED

## Colorado Association of Tax Appraisers (CATA) Board Members

If you are interested in joining the CATA board, we encourage you to attend the annual dinner meeting on Wednesday evening the 25<sup>th</sup>. Elections are held that evening and a nomination of you is required. Here are the descriptions of each member duties throughout the year. Our goal is to continue to provide the best overall experience to our members at the annual CATA Conference.

- **Board Members (3) – (1-Year Term)**
  - Attend a monthly conference call.
  - Research available courses that benefit our membership.
  - Negotiate course costs and maintain a working relationship with instructors.
  - Research appraisal vendors and book them at our annual conference.
- **Treasurer – (2-Year Term Ending 2011)**
  - Attend a monthly conference call.
  - Communicate with the board on incoming/outgoing checks, and balances.
  - Develop and send dues letters.
  - Collect annual dues.
  - Receive registrations and maintain a database of members.
  - File documents to the Colorado Secretary of State.
  - File documents to the IRS.
  - Maintain check in sheets for attendance.
  - Maintain the CATA laptop and printer.
- **Secretary – (2-Year Term)**
  - Attend a monthly conference call.
  - Take notes of each meeting to distribute to the board.
  - Research available courses that benefit our membership.
  - Negotiate course costs and maintain a working relationship with instructors.
  - Maintain the [www.cata-log.org](http://www.cata-log.org) website with the CATA web developer.
- **2<sup>nd</sup> Vice President – DPT Liaison - (1-Year Term)**
  - Attend a monthly conference call.
  - Work with the Division of Property Taxation (DPT) on course offerings.
  - Help set up DPT classrooms.
  - Develop conference registration forms.
  - Collect sign-in sheets during the conference.
- **1<sup>st</sup> Vice President – Resort Liaison – (1-Year Term)**
  - Attend a monthly conference call.
  - Maintain a relationship with the resort.
  - Provide the board with resort options.
  - Provide information to the resort including food & beverage, lodging, A/V needs, class counts etc.
- **President – (1-Year Term)**
  - Conduct a monthly conference call.
  - Direct, manage, and lead all board members.
  - Work with the CAA to provide conference information.
  - Speak during the annual dinner meeting.
  - Communicate with the membership on the upcoming conference.

These positions are voluntary. Other duties include registration setup, research and compare future conference venues, which may require some travel time.