



DUTIES OF OFFICERS – ELECTED EXECUTIVE BOARD POSITIONS

- President:** To preside at all meetings using parliamentary procedures.
- Is a non-paid volunteer
 - Is a non-executive authority position
 - Reports to the Executive Board and requests votes and approval of any and all decisions affecting the Association
 - Develops consensus building and team oriented results from Executive Board members
 - Serves a Bi-annual term from Annual Conference election
 - Prepares and presents Agenda for Board Meetings with 7 day notice to be given to the Executive Board Secretary for disbursement
 - Presents annual budget from information from Executive Board Treasurer as needed
 - Reviews Treasurers reports and provides Executive Board any findings
 - Coordinates Executive Board assignments to work with Hicks Association Services contract
 - Coordinates Annual Conference Committee or designates a hotel liaison
 - Performs all projects and assignments as directed by the Executive Board of the Association.
- Vice President:** To preside in all meetings in the President's absence.
- Is a non-paid volunteer
 - Is a non-executive authority position
 - Reports to the Executive Board and requests votes and approval of any and all decisions affecting the Association
 - Develops consensus building and team oriented results from Executive Board members
 - Serves a Bi-annual term from Annual Conference election
 - Coordinates all Annual Conference and Mini-Conference projects as directed by the Executive Board
- Secretary:** Keeps minutes of each Executive Board meeting, records attendance, notifies members of meetings and may preside over the Executive Board meeting in the absence of the President and Vice President.
- Is a non-paid volunteer
 - Is a non-executive authority position
 - Reports to the Executive Board and requests votes and approval of any and all decisions affecting the Association.
 - Develops consensus building and team oriented results from Executive Board members
 - Serves a Bi-annual term from Annual Conference election
 - Completes assignments and projects as directed by the Executive Board
 - Creates and maintains the board book
 - Distributes meeting agenda with 7 day notice to board members
 - Distributes meeting minutes within 7 days of meeting completion
- Treasurer:** Keeps accurate records of all financial transactions and presents a financial report at each meeting.
- Is a non-paid volunteer
 - Is a non-executive authority position
 - Reports to the Executive Board and requests votes and approval of any and all decisions affecting the Association
 - Develops consensus building and team oriented results from Executive Board members
 - Serves a Bi-annual term from Annual Conference election
 - Completes assignments and projects as directed by the Executive Board
 - Maintains the Association Checking account and documents all financial transactions of the Association
 - Archives and maintains all financial records of the Association
 - Presents a Financial Report to the Executive Board and coordinates all tax reports with Association CPA