

## **VII DUTIES OF EXECUTIVE OFFICERS**

**Section 1**     **The President shall** be the Chief Executive Officer of the Association and its policy leader, and shall assure the implementation of decisions of the Association. The President shall:

- a. Represent the Association as spokesperson on matters of policy or, at his or her discretion, assign responsibility of such representation.
- b. Serve as the liaison between the Board of Directors and the Executive Director.
- c. Preside at all meetings of the Board of Directors, Executive Committee, the Annual Meeting, and all other meetings having general Association functions.
- d. Serve as member ex-officio (voting on Executive Committee; non-voting on all other Committees) on all matters authorized by the governing bodies.
- e. Sign singly or with any other proper officer of the Association, any deed, mortgages, bonds, contracts, grants, applications for funds, or other instruments authorized to be executed by the Board of Directors, except in cases where signing is expressly delegated by the Board of Directors, Bylaws, or statute to some other officer or agent of the Association.
- f. Appoint, except as provided otherwise, parliamentarian, all chairpersons, and members of committees with the advice and consent of the Board of Directors. The chair may appoint the program chairs to chair or co-chair respective ad-hoc committees.
- g. Review Association policies and recommend priorities to be considered by the Board of Directors.
- h. Cause an annual performance and compensation review of the Executive Director in collaboration with the Executive Committee in the first quarter of each calendar year and in accordance with the organization's personnel policies.
- i. Perform the duties as stipulated in the Constitution and Bylaws and such other duties as are customarily assumed by the Chief Executive Officer of the Association.

**Section 2**     **The Vice President shall:**

- a. Perform duties as stipulated by the Bylaws and the President.
- b. Serve as President in the absence of the elected President, as designated by the President or a majority of the executive committee.

**Section 3      The Secretary shall:**

- a. Oversee maintenance of the official record of the membership and Association proceedings and policies.
- b. Coordinate with Association employees to review, approve, and distribute the minutes of all the meetings of the membership, Board of Directors, and Executive Committee. Distribution to the Board will occur at least 30 days prior to the next meeting of the Board or whenever the Board will be asked to approve.
- c. Serve as Chair of the Member Services Committee.
- d. Serve as Acting President in the absence of the President and the Vice President.

**Section 4      The Treasurer shall:**

- a. Assure Association funds are maintained and expended in accordance with generally accepted accounting principles.
- b. Assure the timely payments of obligations as authorized by the membership, Board of Directors, or Executive Committee.
- c. Make financial reports to the Board of Directors at its regular meetings and an Annual Report to the membership at the Annual Meeting, and assure the timeliness and accuracy of such other financial reports as may be required by Association funding sources.
- d. Serve on the Member Services Committee and as Acting President in the absence of the President, the Vice President, and the Secretary.

**Section 5      The Program Chairs shall:**

- a. Serve as the respective program representative (CSBG or WAP) for the purpose of carrying out Association functions, planning, and direction.
- b. Serve as members of the Member Services Committee.
- c. Serve as chair (as established under Article IX, Section 2b and 2c respectively) of CSBG and WAP Committees.