

OFFICE

DUTIES OF OFFICE

President

Presides at all meetings of the Association, the Board of Directors and the Executive Committee. Appoints Parliamentarian and committee chairmen (except Nominating Committee) and co-signs checks for the Association.

President Elect

Serves as member liaison, presides at meetings in the absence of the President, and co-signs checks in the absence or inability of the President or Treasurer. Also investigates unethical conduct by members. Succeeds to the office of President upon expiration of the President's term or if the office of President becomes vacant between elections.

Vice President

Coordinates all public relations for the Association and serves as legal education liaison. Also performs other duties as may be assigned by the President or the Board of Directors.

Secretary

Records minutes of the meetings of the Association, the Board of Directors and the Executive Committee. Maintains all legal documents, records and equipment. Keeps a current register and roster of officers, directors and committee chairmen of the Association. Conducts correspondence requested by the President, Board of Directors and Executive Committee. Sends notice of all meetings and agenda as furnished by the President.

Treasurer

Is custodian of the funds of the Association for a two-year term. Co-signs checks; obtains a position bond; prepares annual budgets; prepares financial statements for all meetings of the Association; prepares and maintains a membership roster for each fiscal year.