

## **CHAPTER VI DUTIES OF OFFICERS**

Section 1. President. The President of the Association shall be the chief elected officer of the Association and shall in general supervise and direct the business and affairs of the Association, subject to the direction and control of the Association Board of Directors. The Association President shall serve as Chairman at all meetings of the membership and of the Association Board of Directors. The Association President, in consultation with the Association Board of Directors and committee chairs, shall appoint the members of all standing and ad hoc committees of the Chapter.

Section 2. Immediate Past President. The Association Immediate Past President shall assist the Association President in the discharge of the duties of the Association President as the Association President may direct, and shall perform such duties as from time to time may be assigned by the President. In the absence of the President, the Immediate Past President shall perform the duties of the Association President.

Section 3. President Elect. The Association President Elect shall perform duties as from time to time may be assigned by the President or by the Board of Directors.

Section 4. Secretary. The Association Secretary shall:

- (a) Notify all members in advance of all Association member meetings;
- (b) Keep a record of the proceedings of all Association annual meetings and the meetings of the Board of Directors.
- (c) Otherwise, perform the duties expected of the Association Secretary.

Section 5. Treasurer. The Association Treasurer shall:

- (a) Oversee the collection and retention of all funds due or accepted by the Association;
- (b) Expend the funds under the direction of the Association Board of Directors;
- (c) Submit to the Board of Directors an annual financial report;
- (d) Arrange for an audit of the financial records (if necessitated);
- (e) Otherwise, perform the duties expected of Treasurer.

## **CHAPTER VII COMMITTEES**

Section 1. Establishment and Composition. Committees may be established by resolution of the Board of Directors, adopted at any duly called and constituted meeting. The size, purposes and powers of any such committee shall be as provided in such resolution. The Association President shall, in consultation with the Board of Directors, appoint the members of each such committee, the chairman of each committee, and any subsequent vacancies. All standing committee appointments must have the approval of the Board of Directors. A member may be removed from any committee by the Association President, whenever, in the judgment of the Association President and Board of Directors the best interests of the Association shall be served by such termination.

Section 2. Length of Term on Committees. The length of the term of members of all committees shall be determined by the Association Board of Directors.

Section 3. Reporting. All Association committees shall report to the Association Board of Directors.

Section 4. Nominating Committee. The Nominating Committee shall consist of the current Association President, the two Immediate Past Presidents of the Association and two members elected by the Association Board of Directors. The Nominating Committee shall present to the Association Board of Directors its nominations for each office at least 30 days in advance of the annual meeting