

OFFICER DUTIES

President - presides at all meetings of the Association - GA and E-Board; is a member of all committees; gives reports to the body about the progress and standing of the association and meetings attended on behalf of the Association; recruit new members; performs duties as assigned by the E-Board and GA and is basically in charge of keeping track of all the actions of the Local.

Vice President - assists the President in the work of the Local; in the absence of the President, will preside at meetings and perform the duties of the President; recruit new members; perform duties as assigned by the President, GA or E-Board.

Treasurer - responsible for the financial books of the Association; receives, receipts, deposits all monies of the Association; prepares and signs checks as authorized by the membership or required by the Constitution; prepare and submit semi-annual reports, or when called upon by the President; keeps an accurate record of receipts and disbursements; recruit new members; perform duties as assigned by the President, GA and E-board

Secretary - keep a record of proceedings of all membership meetings and all E-Board meetings; carry on the official correspondence of the Local; and perform duties as assigned by the President, GA and E-Board. Secretary shall maintain a list of all members; recruit new members; give notice of and attend all meetings of the Association and make provisions for the keeping of a record of the proceedings; to conduct correspondence and to carry into execution all orders, votes and resolutions not otherwise committed; perform other duties as assigned by the President, GA and E-board

At-Large Members - shall attend all regular and special meetings of the Association including GA and E-Board; represent the interest of the members in their respective classifications; recruit new members; perform other duties as assigned by the President, GA and E-Board.

Good and Welfare – Duties will be assigned to members of the board by the president.