

DUTIES OF THE BOARD OF DIRECTORS

The **President** of the Board shall serve as Chief Executive Officer of the Association. The President shall preside at all meetings of the Association and Board of Directors, and shall fulfill such other duties as normally pertain to the office of President.

The **Past President** shall, during the absence of the President, share with the President-Elect, the responsibility for fulfilling the functions of the President. The Past President shall perform such duties as the Board of Directors may direct. In the event of a resignation or prolonged absence or disability of the President, the Past President shall assume office of the President.

The **Secretary** shall keep a record of the proceedings of all Board meetings and shall perform such other duties as designated by the Board of Directors. The Secretary shall provide election ballots to the Board of Directors at the November meeting.

The **Treasurer** shall be responsible for the financial affairs of the Association, shall collect all dues and other income for deposit to the credit of the Association in the bank designated for this purpose by the Board, and shall make all expenditures of Association funds. The Treasurer shall prepare and present statements on the financial condition of the Association to the Board monthly, and make such financial statements available to individual association members upon request.

The **Vice President of Operations** (VP/O or VP/Ops) is responsible for negotiating and fulfilling the contract for meeting and event locations, meals, and other services. The VP/Ops shall oversee the following standing committees: Membership, Reservations, and Hospitality. Typically, the VP/Operations shall serve as the President-Elect. In the absence of the President, the VP/Ops shall share with the Past President the responsibility for the functions of the President.

The **Vice President of Professional Development** (VP/PD) is responsible for coordinating the Vendor Spotlight program and overseeing the following standing committees: Programs and Annual Conference.

The **Vice President of Communications/Newsletter** (VP/CN) shall be responsible for overseeing our Association website and technical presentations, creating and distributing all press releases and the monthly newsletter. The VPCN shall be the liaison to the media and, in the absence of the President, the voice of the association.

The **Vice President of Community Outreach** (VP/CO) shall be responsible for our community projects, maintaining our relationship with students and others interested in HR, and other community development activities as assigned by the Board of Directors.