



January 25, 2012

## **DE-MD-DC DIVISION OFFICERS JOB DESCRIPTIONS**

The **President** shall:

- (1) Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
- (2) Subject to the approval of the Division Board of Directors, appoint all Chairs of the Standing and Special Committees, unless otherwise specified.
- (3) Be a member ex officio of all committees except the Nominations Committee.
- (4) Call meetings of the Division Board of Directors whenever such meetings are necessary.
- (5) Keep the International District Director fully informed on all matters concerning the Division.

The **President-Elect** shall:

- (1) Assist the President.
- (2) In the absence of the President, serve as presiding Officer at all Division meetings or at meetings of the Division Board of Directors.
- (3) In the event of a vacancy in the office of President, succeed to that office for the unexpired term.
- (4) Perform other duties as may be assigned by the Division Board of Directors.

The **Vice-President** shall:

- (1) Assist the President and the President-Elect as needed.
- (2) In the absence of the President and the President-Elect, shall serve as presiding Officer at all Division meetings or at meetings of the Division Board of Directors.
- (3) In the event of a vacancy in both of the offices of President and President-Elect, succeed to the office of President for the unexpired term.

- (4) Serve as the Division's Annual Meeting Liaison for the purpose of being the advisor between the Division Board of Directors and the Chapter hosting the Annual Meeting. If the Annual Meeting Host Chapter is the Vice President's home chapter, this duty will be reassigned to the Division President-Elect or at the discretion of the Division Board of Directors.
- (5) Perform other duties as may be assigned by the Division Board of Directors.

The **Secretary** shall:

- (1) Be responsible for the accurate minutes of the Division and Board of Directors meetings and promptly furnish such minutes to all Division Officers and others, as directed.
- (2) Prepare interim reports based on the Division Board of Directors' decisions voted by mail, e-mail, fax, or conference call.
- (3) Conduct the general correspondence of this Division under the supervision of the Division Board of Directors.
- (4) As required in Article IV, Section 3, give written notice of any change in dates or location of the Annual Meeting and give written notice of any Special Meetings.
- (5) The Secretary shall attest all documents required for execution by the President.
- (6) Perform other duties as may be assigned by the Division Board of Directors.

The **Treasurer** shall:

- (1) Be responsible for all funds of the Division and for the accurate records of its financial affairs and prepare quarterly, itemized statements and distribute to the Division Members at Large and Division members via their Chapter Presidents.
- (2) The Treasurer shall submit the books and records for audit as of June 30.
- (3) Keep a complete and accurate record of Chapter membership and Division Members at Large.
- (4) Be responsible for obtaining bonding insurance necessary for any Division offices authorized to sign checks for the Division.
- (5) Perform other duties as may be assigned by the Division Board of Directors.