# Agenda

# SONA Officers Meeting

**August 26, 2020**

**6:00 PM Zoom**

1. Call to order
2. Officer positions, roles, and responsibilities (according to Bylaws):
   * 1. President
        1. To be eligible for the office of the president a nominee must currently or have previously served on the Executive Board or Board of Directors and be an active member of SONA.
        2. Shall chair the Board of Directors and the Executive Committee.
        3. Presides over meetings of SONA;
        4. Provides for the recording of minutes, the completion of required reports and maintenance of official records.
        5. May delegate assignments to the officers and Board of Directors; and
        6. Serves as SONA representative to the ONA Leadership Forum.
        7. The president shall be designated as a delegate to the ONA Convention.
        8. The president is an ex-officio member of all committees except the Nominating Committee.
     2. Vice President
        1. Assumes the duties assigned to the office by the Board of Directors,
        2. Assumes the duties of the president in the absence of the president, and
        3. Serves as president if a vacancy occurs in the office of president until a successor is elected.
        4. Shall chair the Bylaws Committee
     3. Secretary
        1. The secretary shall be responsible for recording meetings of SONA, the Executive Committee, and the Board of Directors
     4. Treasurer
        1. Assure payment of bills of the district approved by the Board of Directors
        2. Provide a fiscal report to the membership and to the Board of Directors
        3. Keep financial records to allow an audit;
        4. Balance and reconcile revenues and expenses
        5. Report to the Board of Directors the financial standing of SONA at each BOD meeting.
     5. All officers, upon expiration of their term of office, shall surrender to the president all property in their possession to their respective offices.
3. Other business