

SECOND VICE-PRESIDENT

I. Purpose

The Second Vice-President shall assume the position of First Vice-President of the Association for the year following his/her term as Second Vice-President. Article VI, Section 3.

II. Personnel

- A. Selection: As provided in Article IV, Section 1A, Section 2, and 3 of the By Laws.
- B. Vacancies: As provided by Article VI, Section 10, Vacancies

III. Duties & Responsibilities

- A. Shall attend all business meetings of the Association, and all meetings of the Executive Committee, the Board of Directors.
- B. Shall perform other duties as assigned by the President.
- C. Shall coordinate the work of the Sections.
- D. Shall know the By-Laws and Manual of Procedures.
- E. Shall understand the procedures of Robert's Rules of Order.
- F. As overseer of the Association Sections, shall assist Sections in obtaining goals, such as:
 - 1. increasing membership
 - 2. holding workshops and educational sessions
 - 3. raising funds for Association and Region
 - 4. conducting special events
 - 5. holding elections as designated in By-Laws

TREASURER

I. Purpose

The Treasurer shall keep or cause to be kept, full and accurate accounts of receipts and disbursements of the Association and shall have custody of all funds and securities of the Association, and shall prepare an annual fiscal budget. (Article VI, Section 5).

II. Personnel

- A. Selection: As provided in Article IV, Section 1A, Section 2 and Section 3 of the By-Laws.
- B. Coordinate with the President and Executive Director in designating an Assistant Treasurer whose purpose is to assist in the disbursements of the Association.
- C. Vacancies: As provided by Article VI, Section 10, Vacancies

III. Duties & Responsibilities

- A. Shall attend all business meetings of the Association, and all meetings of the Executive Committee, the Board of Directors, and serve as Chair of the Finance Committee.
- B. Shall meet with the Executive Director and Finance Committee to prepare the Association's Annual Budget, and make recommendations to the Board of Directors as necessary or as requested throughout the year on budget matters.
- C. Shall meet with the Executive Director to prepare Financial Statements for each meeting of the Board of Directors and the Annual Report.
- D. Shall deposit or cause to be deposited, all money and other valuable effects of the Association in the name and to the credit of the Association in such banks or depositories as the Board of Directors may designate.
- E. Shall, whenever required by the Board of Directors, render a statement of the accounts and shall see that all books and accounts are available to the Board Members within two business days following the request.
- F. When needed, will suggest change(s) in dues structure to the Board after review of financial status of Association, and consultation with Executive Director and the Finance Committee.
- G. Shall assist Executive Director and Finance Committee in exploring and developing additional revenue for Association functions as the Board of Directors may designate.
- H. Shall be notified of any expenditures signed by the Assistant Treasurer.
- I. Shall prepare the following information for distribution to all members:
 - 1. An overview of the year-end audit
 - 2. The approved budget for the current year with brief justification.
 - 3. A mid-year summary of the budget status.

- J. Shall see that the Association maintains a level of “financial standards” as described in Article IX, Section 3: The Association shall adhere to generally accepted standards of financial management including the bonding of personnel handling funds. The Association accounts shall be audited annually as directed by the Board of Directors. This audit shall include the services of an independent accountant approved by the Board. The audit report should include financial statements showing all receipts and disbursements of the Association, assets and liabilities, all in sufficient detail to be in accord with sound accounting practices.
- K. Request information from the various incoming chairs, officers, and Executive Director relative to their budget for the new Association year.
- L. Along with the Finance Committee and the Executive Director, review and make recommendations on the new budget year requests.
- M. With the cooperation of the Finance Committee prepare and present a balanced budget to the Board of Directors at their first meeting of the Association year.

SECRETARY

I. Purpose

The Secretary shall keep records of all official business of the Association; inform Board of all meetings of the Association, and shall take minutes of all meetings of the membership, Board of Directors, the Executive Committee and any other meetings requested by the President. (Article VI, Section 4)

II. Personnel

- A. Selection: As provided in Article IV, Section 1A, Section 2, and Section 3 of the By-Laws.
- B. Vacancies: As provided by Article VI, Section 10, Vacancies

III. Duties & Responsibilities

- A. Shall attend all business meetings of the Association, and all meetings of the Executive Committee and the Board of Directors.
- B. Shall keep accurate recording of all Executive Committee and Board of Directors meetings and actions.
- C. Shall include in the minutes of Executive Committee and Board of Directors meetings a listing of members present.
- D. Shall collect copies of all Association reports for the permanent file and assure their receipt in the Association office.
- E. Shall prepare minutes of all meetings and distribute or cause to be distributed to the Board of Directors within 30 days following the meeting.
- F. Shall notify or cause to be notified all Board members of the time, date, and location of all meetings of the Executive Committee and the Board of Directors, at least two weeks prior to the meeting.
- G. Shall prepare or cause to be prepared and distribute all ballots to voting members with the assistance of Association staff, 60 days prior to the Annual Conference.
- H. Shall maintain an accurate record of all appointments by the President.
- I. Shall provide minutes of all Board Meetings for the Marketing Committee to put in NCRPA News.
- J. Shall periodically examine records and work of Association and keep a written historical account.
- K. Shall, immediately upon taking office, meet in conference with the Executive Director and staff Executive Secretary to assure the completion of duties assigned to the Secretary by Association By-Laws.
- L. In the absence of the Secretary at any meeting, the President shall appoint someone in attendance as the Acting Secretary.