

## **Officer / Director Responsibilities**

**President.** The President shall preside over all Board of Directors meetings and membership meetings. The President shall appoint a Parliamentarian, special and standing committee chairpersons as provided in these bylaws. The President shall pass files to successor immediately upon installation and shall cause all other officers and chairperson files to be passed to respective successors. The president shall be ex-officio (non-voting) member of all committees except the committee on nominations and elections.

**First Vice President.** The First Vice President shall preside and shall assume all duties assigned to the president in the president's absence. This officer shall automatically be chairperson of the committee on education. These duties shall include planning seminars, workshops and working with NALA in the event of co-sponsorship of any programs. The First Vice President shall also be responsible for fulfilling the educational requirements under Article VII of these Bylaws and shall report such educational meetings to the NALA Liaison.

**Second Vice President.** The Second Vice President shall automatically be chairperson of the Membership Committee and shall be charged with the responsibility of developing programs to encourage membership in the association. This officer shall receive applications for membership and accept or reject the same. Upon acceptance, membership certificates shall be signed by the appropriate officer or officers and delivered to the member and the dues shall be delivered to the Treasurer. The Second Vice President is responsible for keeping a current roster of membership. The Second Vice President shall work with the NALA Second Vice President to encourage membership in NALA.

**Secretary.** The Secretary shall be responsible for minutes for all meetings and keeping permanent minutes. This officer shall assist the president in any way including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

**Treasurer.** The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Board of Directors and as provided in the budget. Any extraordinary expenses must be approved by the Board of Directors before obligation to pay. The Treasurer shall be chairman of the finance committee which committee shall prepare a budget for the ensuing fiscal year which shall be adopted by the membership at the annual meeting. (Budget shall be submitted to the Board of Directors prior to presentation at Annual Meeting.) The Treasurer may be bonded (premium paid by RRVPA). All disbursements of association funds must be by association check, signed by two officers. This officer shall submit a written financial report at each regular meeting to be attached to official minutes as part of permanent record. The Treasurer is also responsible for reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.

**NALA Liaison.** This officer shall be a NALA member, shall be familiar with the NALA Bylaws, shall receive minutes of all NALA meetings and shall represent RRVPA at the NALA annual meeting of affiliated associations. This officer shall report quarterly on association activities to the NALA affiliated associations director on forms provided by NALA headquarters, and shall report all officers' names to NALA headquarters and the NALA affiliated associations director.

This officer may submit items the association wishes discussed to the NALA affiliated associations director and shall participate in discussion sessions at NALA annual meetings. A report to association members on the NALA annual meeting is required.

This officer shall within sixty 60 days of passage, notify the NALA Affiliated Associations Director of any changes in the association's bylaws. This officer shall be the main contact between NALA and the association. This officer shall be a member of the governing body for this association.

**Parliamentarian.** The Parliamentarian shall attend all meetings and give opinions on parliamentary procedures upon request of the president. This officer shall be familiar with association bylaws, NALA bylaws, shall receive all proposed bylaw amendments, prepare standing rules and amendments to standing rules and bylaws upon request of the Board of Directors. Robert's Rules of Order Newly Revised shall serve as parliamentary authority for items not covered by these bylaws or the association standing rules.

**Regional Directors.** Each Regional Director shall work with the Second Vice President in the promotion of membership and shall work with the First Vice President in the coordination of educational programs within the respective regions. It shall be the duty of each director to report on the activities of that region, to represent the members of that region on the Board of Directors, and to keep members of that region advised of the activities of the entire association and other regions of same.