

AFPA Board Position Duties

1. The elected officers of the Association and their responsibilities are:
 - a) President – The President shall be the Chief Executive Officer of the Association, preside at all meetings of the Board of Directors and members, at which he or she is present and makes the annual report to members which will be given at the first meeting of the next fiscal year. He or she shall have general charge of the business and affairs of the Association subject to control of the Board of Directors, may execute in the name of the Association any authorized corporate obligation or other instrument and shall perform such other function as may be prescribed by the Board from time to time. The President shall manage or supervise the conduct of the corporate finances and relations of the Association with its members and with the public. He or she may delegate from time to time such powers as he or she may specify. The President will appoint as he or she may specify. The President will appoint chairpersons of each committee he or she wishes to establish. He or she will also appoint replacements to complete the unexpired term of any office which occurs, subject to ratification by the Board of Directors. All officers and committee chairpersons will be responsible to the President.
 - b) Vice President – The Vice President will assist the President and in the absence of the President, will function in the capacity of the President. In addition, the Vice President will undertake special projects at the request of the President.
 - c) Secretary – The Secretary will keep the minutes of the meetings, mail various notices to members, maintain a membership roster and will perform all other duties relative to office of Secretary.
 - d) Treasurer – The Treasurer will collect dues and disburse all funds of the Association. The Treasurer will maintain a record of cash receipts and disbursements, maintain attendance record of members and make an annual report to the membership at the first meeting of the next year. The Treasurer will be responsible for the preparation of the annual budget as well as any filings required by government agencies and perform all other duties relative to the office of Treasurer.
2. All officers shall be elected for a term of up to two years, but not less than one year, consistent with the Associations fiscal year. An officer must provide written notice at least 90 days prior to the first anniversary date of his or her term of service notifying the Association they will not serve the second year of his or her term. A replacement will be appointed to complete the unexpired term of the officer as defined in Section VI.1.(a).
3. No officer shall be elected for two consecutive full terms in the same office.