



DESCRIPTION OF POSITIONS

President

The President shall call and preside over all meetings of the Board of Directors and over business meetings of the Association. The President or designee shall represent the Association in all business of the organization. The President shall oversee the operation of the Institute, Nomination, Awards and Resolution/Constitution committees.

Vice President

The Vice President shall, when directed by the President or in the absence of the President, preside at meetings of the Association and the Board of Directors. The Vice President shall, when requested by the President, or when the President is unable to perform the duties of that office, perform the duties of the President. The Vice President shall oversee the operations of the Conference Guidelines Committee.

Secretary

The Secretary shall be charged with keeping and distributing minutes of the Association business meetings and the meetings of the Board of Directors. The minutes will be forwarded to Board members at least 60 days in advance of the next scheduled Board meeting. The Secretary shall be provided with copies of all correspondence or documents sent or received by the Association. The Secretary shall support the activities of the Association Historian. The Secretary shall oversee the operations of the Public Relations/Publicity Committee which is responsible for publishing the newsletter.

Treasurer

The Treasurer shall be charged with keeping all financial records of the Association. The Treasurer shall receive, hold and disburse funds of the Association and pay such bills as are authorized by the Board of Directors. The Chair of the Finance Committee is the Association Treasurer, who shall oversee the Membership Committee.

For more information contact:

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