



GENERAL DESCRIPTION OF OFFICER ROLES AND RESPONSIBILITIES

I. Duties of the President

- A. The president shall be the equivalent of the chief executive officer of the ASPNR, performing all legal duties under the articles of incorporation, the bylaws and other governing documents and all duties incident to the corporate office of the president.
- B. The president shall preside at all meetings of the ASPNR and of the board of directors.
- C. The president shall call special meetings of the members of the ASPNR and of the board of directors.
- D. The president shall enforce all rules and regulations of the ASPNR and shall have charge of the general supervision and control of the ASPNR and its management company.
- E. With the consent and approval of the board of directors, the president shall appoint all committee members and committee chairpersons consistent with the ASPNR bylaws.
- F. The president shall be an *ex-officio* member of all such committees with the exception of the executive committee of which the president shall be the chair.
- G. The president shall make annual reports to the ASPNR membership at the annual conference and business meeting.
- H. With the secretary, and in the president's capacity as chief executive officer of the ASPNR, the president shall sign all written contracts, obligations and instruments of the ASPNR, unless otherwise delegated and authorized by the board of directors.
- I. The president shall perform all other such duties as may properly be required of the president by the board of directors.

II. Duties of the President-Elect

In the absence of the president, the president-elect shall perform all of the duties of the president; and if the office of president should become vacant, the president-elect shall hold the office of president until the next election by the board of directors.

III. Duties of the Vice-President

In the absence of the president-elect, the vice president shall perform all of the duties of the president-elect; and if the office of president-elect should become vacant, the vice-president shall hold the office of president-elect until the next election by the board of directors.



IV. Duties of the Secretary

- A. The secretary shall perform all legal duties under the articles of incorporation, bylaws and other governing documents and all duties incident to the corporate office of secretary.
- B. The secretary shall be the custodian of the corporation seal and affix it to all such written documents as require it. The secretary shall sign or countersign all such instruments as may require the secretary's signature as a corporate officer of the ASPNR.
- C. The secretary shall conduct or cause to be conducted all official correspondence of the ASPNR and shall see that such correspondence is properly preserved and filed until otherwise disposed of by the board of directors.
- D. The secretary shall work with the president to develop meeting agendas and issue or cause to be issued all notices of all meetings of members and of the board of directors and shall keep the minutes and records thereof.
- E. The secretary shall keep or cause to be kept a corporation record book in which shall be entered an accurate history of all board of director meetings, resolutions and actions affecting the ASPNR. The secretary shall maintain an accurate listing of all ASPNR members' names, home and business addresses, telephone numbers and email addresses as well as the date when each was admitted to membership of the ASPNR. The secretary shall notify or cause to be notified in writing each applicant elected of the applicant's election to membership.
- F. The secretary shall be prepared to assume the leadership role when the president and vice president are unavailable.
- G. The secretary shall perform all other duties that the board of directors shall assign to the secretary.

V. Duties of the Treasurer

- A. The treasurer shall perform all legal duties under the articles of incorporation, bylaws and other governing documents and all duties incident to the corporate office of treasurer.
- B. The treasurer shall assist the board of directors as the financial officer of the ASPNR.
- C. The treasurer shall sign or countersign all such instruments as may require the treasurer's signature as a corporate officer of the ASPNR.



- D. The treasurer shall collect fees and dues from members and shall by letter or otherwise regularly advise members of their unpaid dues.
- E. The treasurer shall be the custodian of all ASPNR funds, receiving all fees and dues and all ASPNR receipts and depositing all ASPNR funds in a depository to be designated by the board of directors.
- F. The treasurer shall disburse the ASPNR funds as authorized by the board of directors. The treasurer shall keep or cause to be kept proper vouchers of all sums disbursed and complete and regular accounts in accordance with a system satisfactory to the board of directors.
- G. Upon request by the board of directors, the treasurer shall submit to the board of directors complete information as to the financial condition of the ASPNR, and at the annual conference and business meeting shall submit a complete and comprehensive statement of the ASPNR's financial affairs. The board of directors may authorize, at its discretion, that this report be properly audited by an accountant employed by the ASPNR.
- H. The treasurer shall work with the ASPNR's outside management company and outside accountant to properly account for all funds of the ASPNR.
- I. The treasurer shall be the chair of the finance committee.
- J. The treasurer shall perform all other duties as may properly be assigned to the treasurer by the board of directors.