

## Duties & Responsibilities

To learn more about the duties and responsibilities of the full Executive Committee, individuals are encouraged to review the Bylaws on the Chapter website at:

[www.vaasla.org](http://www.vaasla.org)

The following details the duties of each position for which nominees are being sought.

### **President-Elect**

The president-elect shall: in consultation with the Executive Committee, select for appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study groups or task forces; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Committee; and perform such other duties as are customary for the office of chapter president-elect or as may be assigned or delegated by the president. The president-elect shall be a Full Member elected for a term of one (1) year.

### **Treasurer**

The treasurer shall: collect all fees, dues, charges, and other funds due the Chapter; be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Committee; keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee; present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee; and perform such other duties as are customary for the office of chapter treasurer or as may be assigned or delegated by the president. The treasurer shall be a Full or Associate Member elected for a term of two (2) years.

### **Member at Large**

The at-large members shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; serve as a member of and represent the section on the Executive Committee of the Chapter; facilitate the conduct of the business of the Chapter; facilitate the conduct of the business of the Executive Committee serving on standing or other committees or special study groups or task forces; and perform such other duties as may be assigned or delegated by the Executive Committee of the Chapter. The at-large members shall be Full or Associate Members elected for terms of one (1) year.