

**Responsibilities of the Office
Elected in ODD years**

The PRESIDENT-ELECT SHALL:

- Serve as a member of the Executive Board.
- Serve in the place and with the authority of the President in his/her absence.
- Communicate with the President for agenda development.
- Coordinate the implementation of Leadership Training for local chapter officers. (See Leadership Training Guidance document.)
- Prepare the annual budget in conjunction with the Treasurer for presentation to the Executive Board.
- Maintain communication in a timely manner (respond to phone and email messages) within 2 business.
- Serve a term of one year.

The TREASURER shall:

- Serve as a member of the Executive Board.
- Serve as custodian of the funds of the Association.
- Disperse monies for expenses approved by the Executive Board and on the authorization of the President.
- Prepare the annual budget in conjunction with the President-Elect.
- Transfer all records and monies to the incoming Treasurer.
- Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
- Serve a term of two years.