



2021 ANNUAL MEETING BALLOT POSITION DESCRIPTIONS

Section 3. Responsibilities of Officers

The President shall:

- a. Act as the Presiding Officer at all meetings of the Association
- b. Serve as Chief Executive Officer of the Association with responsibility for managing its office facilities, staff, and resources
- c. Make appointments to all Standing and AdHoc committees (see ARTICLE V. Sec 3) and appoint representatives to the College and outside organizations, including the Governing Board of the College and Faculty Senate
- d. Provide and/or coordinate liaison with other organizations
- e. Act as the official representative of the Association
- f. In the absence of the Treasurer, sign all financial disbursement forms for the Association
- g. Obligate the association in matters approved by the Board of Directors
- h. Endorse agreements and acts of legislation within the scope of the Association's realm of influence, as approved by the Board of Directors, and
- i. Serve as an ex-officio member of all committees

The Vice-President shall:

- a. Assume the duties of the President in the event of temporary absence
- b. Assume the duties of President for the unexpired term in case of permanent vacancy of that office. The Office of Vice-President shall then be filled as specified in ARTICLE III, Sec. 5
- c. Perform all duties assigned by the President or the Association membership, and
- d. Serve as Chairperson of the Elections Committee and as ex-officio member of all other committees

A Member-at-Large:

Is an officer whose duties and responsibilities are not fixed but instead vary according to the needs of the Association and as directed by the other officers of the Board of Directors.

- a. Serves as a member of the Board of Directors and attends all board meetings.
- b. Serves as the liaison between the membership and the Board of Directors by being available for discussion of any concerns members might have.

The Board of Directors shall:

- a. Oversee the conduct of the Association business
- b. Guide the activities of the Association toward achievement of its stated purposes, and
- c. Assume all duties specified and implied for the Board in these Bylaws