

## EAA Elected Positions Roles and Responsibilities

### PRESIDENT

The duties and responsibilities of the President shall be as follows:

1. Represent the association and conduct the business of the association as defined by the Constitution and By-Laws.
2. Preside over all meetings of the association and the Board of Directors.
3. Call special meetings of the association, the Board of Directors, or any of the association's committees and/or task forces when necessary.
4. Appoint chairs for committees and task forces, with the approval of the Board of Directors.
5. Appoint a student representative, with the approval of the Board of Directors.
6. Upon the advice and consent of a majority of the Board of Directors, fill vacancies which may occur within the elected offices of the association.
7. Act as liaison with the Committee Chair(s) providing a communication network with the Board of Directors.

### PRESIDENT-ELECT

The duties and responsibilities of the President-Elect shall be as follows:

1. Be vested with the powers of the President when, for any reason, the President becomes unable to attend to the presidential duties.
2. Perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or By-Laws.
3. Act as liaison with Committee Chair(s) assigned by the President, in order to provide a communication network with the Board of Directors.
4. Collaborate with the Association Management Firm to prepare an annual budget for the association for approval by the Board of Directors.
5. Oversee the receiving and dispersal of the funds by the Association Management Firm in accordance with the budget of the association.
6. Collaborate with the Association Management Firm to maintain adequate records of the funds of the association.
7. Collaborate with the Association Management Firm to file necessary forms annually with the Internal Revenue Service and other agencies as needed.
8. Perform such other duties that may be assigned by the President.
9. Act as liaison with Committee Chair(s) assigned by the President, in order to provide a communication network with the Board of Directors.

### PAST PRESIDENT

The duties and responsibilities of the Past President shall be as follows:

1. Chair the Nominations and Honors Committee.
2. Perform, at the direction and discretion of the President, other duties not otherwise assigned by the Constitution or By-Laws.
3. Act as liaison with Committee Chair(s) assigned by the President, in order to provide a communication network with the Board of Directors.

#### **VICE PRESIDENT**

Vice Presidents shall be Regular Members in good standing elected to serve as full voting members of the Board of Directors.

The duties and responsibilities of the Vice Presidents shall include:

1. Provide advice and direction to committees/task forces so they can achieve the Association's goals and fulfill the Association's mission.
2. Facilitate effective communication between the Board of Directors, Management Firm and Committees/Task Force.
3. Participating as a member of the Board of Directors attending Board of Director (BOD) meetings and special meetings as scheduled, both onsite (1-2 per year) and via teleconferencing.
4. Representing the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
5. Representing the board to the membership.