

DUTIES OF OFFICERS AND DIRECTORS

President-Elect: The President-Elect shall preside and shall assume all duties assigned to the President in the President's absence. This Officer shall perform such duties as are assigned to members by the President and shall assist the President with the day-to-day operations of NePA. This Officer shall automatically be Chairperson of both the Continuing Legal Education and the Long-Range Planning Committee.

Vice President: The Vice President shall automatically be Chairperson of the Membership Committee. This Officer shall receive applications for membership and present names of applicants for acceptance or rejection.

Secretary: The Secretary shall be responsible for minutes of all meetings and for keeping permanent minutes. This Officer shall assist the President in any way, including giving notice of meetings. NePA minutes of any meeting shall be available to the NALA President upon request.

Treasurer: The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Board of Directors and as provided in the budget. The Treasurer shall be chairperson of the Finance Committee which Committee shall prepare a budget for the ensuing fiscal year, which shall be adopted by the membership at the annual meeting. The budget shall be submitted to the Board of Directors prior to presentation at the annual meeting. The Treasurer shall be bonded (premium paid by NePA). This Officer shall submit a written financial report at each meeting of the membership and of the Board of Directors, to be attached to official minutes as part of the permanent record. The Treasurer is also responsible for keeping a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.

NALA Liaison: This Officer shall be a NALA member, shall be familiar with NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings and shall represent NePA at the NALA annual meeting of affiliated associations. This Officer shall report quarterly on NePA activities to the NALA-affiliated Associations Director on forms provided by NALA headquarters and shall report all Officers' names to NALA headquarters and the NALA-Affiliated Associations Director.

This Officer shall submit items NePA wishes discussed to the NALA-Affiliated Associations Director and shall participate in discussion sessions at NALA annual meetings. NALA Liaison is required to report to NePA members on the NALA annual meeting.

This Officer shall, within sixty (60) days of passage, notify the NALA Parliamentarian and Affiliated Associations Director of any changes in NePA's Bylaws. This Officer shall be the main contact between NALA and NePA. This Officer shall be a member of the governing body of NePA.

District Director: One Director is elected as a representative from each established district in the State and shall serve as a voting member of the Board of Directors. Directors are responsible for representation of the other members in that district and may be called upon for assistance in handling meeting arrangements or programs in that district and in promoting membership in that district.

All Officers and District Directors shall prepare and maintain an outline of their duties and responsibilities. Said outline shall be submitted to the President for retention in the Procedures Manual of NePA and shall be provided to each newly elected Officer and District Director. They shall submit a written report to the Membership Meetings of the activities, projects, expenses and any recommendations for the future. They may make oral or written reports at Board of Directors' meetings. When requested, they shall supply articles for NePA's official publication.