

- I. And such other duties as may be specifically assigned by the Board of Directors.

Section 2: Vice-President

The duties of the Vice-President shall include, but not be limited to, the following:

- A. To assume the duties and powers of the President in his/her absence;
- B. To chair the Fund-Raising Committee;
- C. And such other duties as may be assigned by the President or the Board of Directors.

Section 3: Secretary

The duties of the Secretary shall include, but not be limited to, the following:

- A. To record the attendance and Minutes of all regular or special meetings of the Board or the membership;
- B. To assume the responsibility for the Association's correspondence;
- C. To receive and register all memberships of the Association;
- D. To notify the membership of the Association of the date, time and location of the Annual Meeting or any special meetings;
- E. To provide an Annual Report of the affairs of the Association, to be presented to the membership at the Annual Meeting;
- F. To notify the members of the Board of all regular and special meetings of the Association;
- G. To advise the Board on a regular basis unexcused absences of members of the Board;
- H. And such other duties as may be specifically assigned by the Board of Directors.

Section 4: Treasurer

The duties of the Treasurer shall include, but not be limited to, the following:

- A. To receive all funds due the Association and deposit them into a charter bank or banks. The Treasurer shall furnish a security bond as the Board of Directors shall deem necessary, the cost of which shall be paid by the Association;
- B. To pay the rightful obligations of the Association, as approved by the Board of Directors;
- C. To provide a regular monthly report and an Annual Written Report as to the financial condition of the Association;