

The Duties of the State Officers:

The offices for the Executive Board of Directors is a two-year commitment (FY25-26)

President – The President shall preside over all meetings of POSSESS, the Board of Directors and the Executive Board. The President shall also be an ex officio member of all committees except the Nominating Committee. The President, subject to the approval of the Board of Directors, shall appoint a Parliamentarian and a Webmaster.

Vice President – The Vice President shall perform the duties of the President in the absence or inability of the President to serve. The Vice President shall appoint committee chairpersons subject to notification to the Board of Directors and shall coordinate conference meeting places and programs. Other duties as assigned in Manual of Policy and Procedure.

Secretary – The Secretary shall keep the minutes of the business meetings, the meetings of the Board of Directors and the meetings of the Executive Board. A draft of the minutes shall be submitted to the Board of Directors within 30 days of the meeting. The Secretary shall be the custodian of all records and papers, including regional meeting minutes, roll of membership and lists of committees. The Secretary shall coordinate all committees of POSSESS and be responsible for these committees. The Secretary shall notify, in writing, committees and Board Members of their appointments and their changes.

Treasurer – The Treasurer shall receive and disburse the funds of POSSESS as directed by the Board of Directors. The Treasurer shall deposit all funds in a financial institution insured by an agency of the Federal Government. The Treasurer shall render a detailed itemized financial statement of receipts and disbursements to the Membership, the Board of Directors, and the Executive Board. A detailed itemized annual report of receipts and disbursements shall be given at the semi-annual business meetings. The Treasurer shall provide other reports and accounts as requested by the membership, the Board of Directors, or the Executive Board. The Treasurer shall maintain a current roll of membership.

Business meetings shall be held at scheduled conferences and other times as outlined in the policy and procedure manual.

The Board of Directors shall meet quarterly. There may be called meetings at the request of the Executive Board or three members of the Board of Directors. Notice must be given to the Board of Directors in advance of all called meetings.

The Executive Board shall meet at the discretion of the President or at the request of two members of the Executive Board. Notice must be given to all Executive Board members in advance of all meetings.