

Duties of GHSA Officers/Region IV Representatives

Duties of President

The President shall be the Chief Executive Officer of the Association, shall serve as Chair of the Board of Directors and the Management Committee and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall appoint Chairs for the committees approved by the Board of Directors. The President, 1st Vice-President, and 2nd Vice-President will provide support and oversight to assigned committees. The President shall refer issues to individual committees, as needed.

Duties of the 1st Vice-President

In the absence of the President or in the event of his/her death, inability or refusal to act, the 1st Vice-President, unless otherwise determined by the Board of Directors, shall perform the duties of the President and when so acting shall have all powers of and be subject to all the restrictions upon the President. The 1st Vice-President shall perform other duties as assigned by the President or Board of Directors through the President. The 1st Vice-President will provide support and oversight to assigned committees.

Duties of the 2nd Vice-President

In the absence of the President and the 1st Vice-President, or in the event of their death, inability or refusal to act, the 2nd Vice-President, unless otherwise determined by the Board of Directors, shall perform the duties of the President and when so acting shall have all powers of and be subject to all the restrictions upon the President. The 2nd Vice-President shall perform other duties as assigned by the President or Board of Directors through the President. The 2nd Vice-President will provide support and oversight to assigned committees.

Duties of Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board of Directors and of the members. He/she shall give all notices required by law and by these by-laws. He/she shall sign such instruments as may require his/her signature. He/she shall keep a register of the Post Office address of each Director and officer of the Association which shall be furnished to the Secretary by each officer and Director. He/she shall maintain a current record of the names and addresses of all members of the Association. He/she shall in general perform all duties incident to the office of the Secretary and such other duties as shall be assigned to him/her from time to time by the President or by the Board of Directors through the President.

Duties of Assistant Secretary

The Assistant Secretary shall perform the duties of the Secretary in the absence of the Secretary and perform other duties as directed by the President or Board of Directors through the President.

Duties of Treasurer

The Treasurer shall provide oversight of all funds and securities belonging to the Association and recordkeeping of full and accurate accounts of the finances of the Association under the direction of the Board of Directors. He/she shall cause a true statement of the assets and liabilities of the Association as of the close of each fiscal year, all in reasonable detail, to be made and filed with

the President within one month after the end of each fiscal year. On a cash basis a detailed ledger of all receipts and disbursements of funds by the Association shall be maintained; said ledger shall be kept at such place as authorized by the Board of Directors, and which shall be open to inspection by any member of the Association, any member of the Board of Directors and by any other persons having a legitimate interest in the information contained therein. A report of the financial status of the Association will be provided to the Board of Directors at each regular scheduled meeting.

Duties of Assistant Treasurer

The Assistant Treasurer shall perform the duties of the Treasurer in the absence of the Treasurer and perform other duties as directed by the President or Board of Directors through the President.

Duties of Parliamentarian

The Parliamentarian shall be responsible for maintaining order during all meetings in accordance with Robert's Rule of Order.

Duties of Assistant Parliamentarian

The Assistant Parliamentarian shall perform the duties of the Parliamentarian in the absence of the Parliamentarian and perform other duties as directed by the President or Board of Directors through the President.

Duties of Historian

The Historian shall be responsible for maintaining records of the history of the Georgia Head Start Association. Records shall consist of past and current events and be inclusive of written documents and photographs.

Duties of Assistant Historian

The Assistant Historian shall perform the duties of the Historian in the absence of the Historian and perform other duties as directed by the President or Board of Directors through the President.

Duties of Region IV Representatives

Region IV Representatives of the Association shall ensure open lines of communication between the Association and the Region IV Head Start Association Board of Directors. Representatives will be responsible for (1) representing the interest of the Association, (2) providing information to the Board of Directors concerning information and issues addressed by the Region IV Board of Directors and (3) expressing Association information and issues to the Region IV Head Start Board of Directors.