

# Officer Duties/Guidelines

## President's Duties

- The President shall preside over all meetings of the Association.
- The President shall serve as chair of the Governing Board.
- The President shall call special meetings of the Association, and the Governing Board as prescribed within the By-Laws.
- The President shall perform all acts and duties required of a presiding officer.
- The President shall co-sign with Secretary, Treasurer and the Vice-President all legal documents of the Association. The President shall co-sign with the Treasurer only when needed.
- The President, with the consent of the Governing Board, will be empowered to appoint at his/her discretion any person or committee to expedite the objectives of the Association, and if the President elects and/or the Governing Board chooses, the President may serve as ex-officio member of all committees. It will be the duty of the President to see that all committees function and the President will cooperate with each committee to that end.
- The President will perform such other duties as may, from time to time, be assigned to him/her by the Governing Board.
- The President will oversee all business of the Association.
- The President will appoint a nominating committee and ensure the timely election of officers.
- The President is responsible to plan agenda for meetings, if President is unable to attend the Vice President will plan agenda and chair board meeting.
- The President or his/her designee is also the Association's representative to the Southeast Conservation District Employees Association Board of Directors.
- The President shall give special attention throughout the term for preparing future leaders for the presidential role.
- The President will serve as Chair of Operations Committee.
- The President will serve as Chair of the internal audit committee and oversee an external audit if needed during their term of office.

## Vice - President's Duties

- The Vice-President shall assist in preparing and conducting the Annual meeting as well as developing programs for future meetings of the Association.
- The Vice-President will also serve as Chair of the Membership Committee.
- The Vice-President will occupy the position and perform the duties of President if for any reason; the President is absent or unable to attend these duties.
- The Vice-President shall perform other duties that, from time to time, may be assigned by the President and Governing Board.
- The Vice-President shall recommend to the Executive Committee a location for the annual state convention.
- The Vice-President will attend all meetings and/or participate in conference calls on a regular basis.
- The Vice-President will assist in the annual internal audit for the Association.

## Secretary's Duties:

- The Secretary will keep all minutes and correspondence of the Association. The Secretary will record the minutes of all meetings and conference calls and provide copies to each member of the Governing Board within thirty (30) days time following a meeting.
- The Secretary will maintain historical records of the Association, scrapbooks, pictures, etc.
- The Secretary will make sure a copy of all minutes is kept on file in a designated area.
- The Secretary will keep records of email business actions and report will the next month's minutes.
- The Secretary will keep record and report actions with the next month's minutes any business transaction approved by phone.

### Treasurer's Duties:

- The Treasurer must be bonded.
- The Treasurer will maintain all Association's funds in a banking institution in the Association's name.
- The Treasurer will keep and maintain an accurate record of all monies received and disbursed by the Association.
- The Treasurer shall sign all checks on behalf of the Association up to \$200.00 each unless otherwise approved by the Governing Board. Checks over this amount will be co-signed by the President.
- The Treasurer will provide a report of to-date receipts, expenditures, and balances and shall be reported by the Treasurer at all meetings of the Governing Board or the Association.
- The Treasurer will provide all financial information needed to perform all audits.
- The Treasurer will prepare and present an annual financial report for the annual meeting for the members to vote on in July.
- The Treasurer will receive dues and keep an up-to date list of Member Association dues paid.
- The Treasurer will serve on the budget committee and assist in preparing a proposed budget for the next year to be presented at the annual meeting.
- The Treasurer will attend monthly meetings and/or participate in monthly conference calls on a regular basis.

### Reporter's Duties:

- The Reporter is responsible for writing and distributing a bi-annual newsletter via email to all employees of Kentucky's Soil and Water Conservation Districts and the Association's membership.
- The Reporter will updated and maintain, as needed, the District Employee Directory.
- The Reporter will attend the annual KACD Convention and report to all District Employees the pertinent information made available at the Convention.
- The Reporter will assist in performing an annual internal audit for the Association.

- The Reporter will provide the results of the annual audit to the Association.
- The Reporter will attend all meetings and/or participate in monthly conference calls on a regular basis.

#### Past President's Duties:

- The Past President will attend all meetings and/or participate in monthly conference calls on a regular basis.
- The Past President will Chair the nominating committee and notify each nominee and make sure they are willing to run for office.
- The Past President will install new officers at the election.
- The Past President will be an advisor to the Governing Board.
- The Past President will be a mentor and assist with training for new officers and possible leaders.

#### Area Representatives Duties:

- All Area Representatives will serve on the Governing Board.
- The Area Representatives will attend all meetings and/or participate in monthly conference calls on a regular basis.
- The Area Representatives will call special meetings within their areas when it is deemed to be in the interest of Conservation District programs.
- Area Reps will assist employees within their respective areas. In addition, Area Representative's responsibilities include gathering and /or disseminating information on behalf of the Association from/to their individual areas as needed. This may be accomplished via email, mail and telephone.
- The Area Representative will assist in promoting Association membership in their area in occurrence with the membership Chair.