

ARTICLE VI. Duties of Officers

Section 1. President

The President ascends to this position from the role of President-Elect. The President shall preside at all Association meetings, meetings of the Board of Directors, and at the meetings of the Executive committee, and shall have those powers, which are usually and customarily exercised and performed by the President. The President shall be responsible for the general supervision, direction, and management of the affairs of the Association. The President shall be an Ex-Officio Member of all committees and task forces, and a voting Member of the Board of Directors. All deeds, mortgage bonds, checks, contracts, and other instruments pertaining to the business and affairs of the Association shall be signed on behalf of the Association by the President, his/her designee, or other persons designated by the Board.

Section 2. President-Elect

The President-Elect shall perform the duties of the President in his/her temporary absence or disability and shall be a voting member of the Board of Directors. The execution of any instrument by the President-Elect on behalf of the Association shall have the same force and effect as if it were executed on behalf of the Association by the President, during any time when the President-Elect has assumed the duties of the President due to the President's temporary absence or disability. The President-Elect shall be the Chair of the Policies & Procedures Committee.

Section 3. Past-President

The Past-President shall be the person who served as President during the most recent election year. The Past-President shall have those powers and perform those duties which are usually and customarily exercised and performed by the Past-President and such other powers and duties as are assigned to the Past-President by the board and/or the President. The Past-President shall be the Chair of the Nominating Committee. The Past-President shall be the Chair of the Political Action Committee.

Section 4. Secretary

The Secretary shall keep accurate minutes of the proceedings of the meetings and of the Board and of any committees of the Board. The Secretary shall collect summaries of all CPA committee and taskforce meetings, and shall provide these summaries to the Board; shall ensure that all notices are duly given in accordance with the provisions of these Bylaws; shall be custodian of the records of the Association and shall perform such additional duties as are incident to such office.

Section 5. Treasurer

The Treasurer shall be responsible for the funds of the Association; and shall receive and disburse all funds as authorized by the Board of Directors, keeping an accurate account thereof. The Treasurer shall maintain accurate records of the financial transactions and status of the Association, and shall make reports to the Board of Directors, and shall from time to time make such other reports as the Board may require. The Treasurer will help develop the annual budget by the end of January. The Treasurer shall be the Chair of the Finance Committee.

Section 6. Presidential Advisor

The Presidential Advisor shall be responsible for attending to and completing various assignments as delegated by the President.

Section 7. Executive Director

The Executive Director shall be the chief administrative officer of the Association and shall perform assignments and maintain a work schedule as determined by the Association's President acting in concert with the Board of Directors. Responsibilities will be documented in the contract with the Executive Director and/or management company. The Association Executive Director shall be an Ex-Officio Member of the Board of Directors, Executive Committee and all other Association committees and taskforces, but shall not vote. The position of the Association Executive Director is filled by a majority vote of the entire Board of Directors.