

**NAGAP Governing Board – Job Descriptions**  
**EXECUTIVE COMMITTEE**  
**(As of October 17, 2009)**

**President**

The President is elected from and by the voting membership for a term of two years. The duties of the President are:

- To preside at all Governing Board meetings and the Business Meetings of NAGAP.
- To provide leadership, vision and direction for NAGAP.
- To have final signature authority on behalf of NAGAP.
- To prepare the agenda of all meetings.
- To serve as an ex-officio member of all committees.
- To appoint an individual(s) to fill each vacated position(s) on the governing board through the end of the current term of office.
- To assume other responsibilities as directed by the governing board.

**Vice-President**

The Vice-President is elected from and by the voting membership for a term of two years. The duties of the Vice-President are:

- To attend all Business and Governing Board meetings of NAGAP.
- To preside at any meeting of NAGAP or the governing board in the absence of the president.
- To assist the president as requested.
- To assume the position of president of NAGAP in the event that the president shall leave office prior to the completion of the current term.

**Secretary**

The secretary is elected from and by the voting membership for a term of two years. The duties of the secretary are:

- To attend all Business and Governing Board meetings of NAGAP.
- To be responsible for all minutes of the Governing Board and Business meetings of NAGAP.
- To be responsible for the records of NAGAP.
- To send out all necessary notices of meetings to the members of NAGAP.
- To assume other responsibilities as directed by the president.

## **Treasurer**

The treasurer is elected from and by the voting membership for a term of two years. The duties of the treasurer are:

- To be responsible for the funds and financial matters of the Association.
- To serve as a signer for all financial matters.
- To chair the Finance committee.
- To attend quarterly board meetings and report to the board on the status of NAGAP financial matters.
- To make an annual report to the Association members.
- To assume other responsibilities as directed by the president.

## **Immediate Past President**

The Immediate Past President has previously been elected from and by the voting membership for a term of two years and has served his/her term of office. The Immediate Past President continues to serve on the Board for an additional two years in a very important transitional position and has the following responsibilities:

- To attend all Business and Governing Board meetings of NAGAP
- To provide leadership for special initiatives at the request of the President and/or the Board.
- To serve as a liaison with many outside agencies and groups at the request of the Board.
- To serve as institutional memory for Board actions and facilitate the transition process for the new Board.