

CHAIRPERSON

- 1) Serve a term of office as Chairperson-elect before becoming eligible to serve as Chairperson.
- 2) Preside at all meetings of The Assembly, the Board of Directors and the Executive Committee.
- 3) Appoint all committees except the Nominating Committee, subject to approval of the Executive Committee.
- 4) Be a member ex-officio of all committees, except the Nominating Committee
- 5) Fill vacancies that occur in committees except the Nominating Committee, subject to approval of the Executive Committee.
- 6) Appoint Registrars and Tellers prior to elections.
- 7) Prepare and present an annual report at the meeting of the Board of Directors held immediately prior to the Annual Meeting. The annual report shall also be presented to The Assembly during the Annual Meeting.
- 8) Perform other duties as required or delegated by the Board of Directors.
- 9) Prepare the syllabus for Annual Meeting.
- 10) Arrange the schedule of speakers for Annual Meeting and provide each speaker a copy of the schedule.

CHAIRPERSON-ELECT

- 1) Preside in the absence of the Chairperson
- 2) Assume the office of the Chairperson in the event of the Chairperson's inability to complete his or her term of office.
- 3) Shall act as liaison for all matters between the Board of Directors and the Fall Workshop host state.
- 4) Assist with onsite registration for the Annual Meeting.
 - a) Prepare name badges for all registrants and speakers.
 - b) Prepare advance registration materials.
 - c) Prepare sign-up sheets for meetings
 - d) Assist with on-site registration.
 - e) Instruct guests and members on how to register.

VICE CHAIRPERSON

- 1) Maintain the history of The Assembly.
- 2) Assume the office of the Chairperson-elect in the event of a vacancy in that office.
- 3) Preside in the absence of both the Chairperson and Chairperson-elect.
- 4) Be responsible for updating the Board of Directors of the Standing Rules and submit a copy to the Secretary annually.

SECRETARY

- 1) Be responsible for:
 - a. Maintaining a roll of members
 - b. Maintaining a copy of current Standing Rules of The Assembly.
 - c. Maintain a current copy of individual Assembly state's bylaws.
 - d. Maintain the file of Committee reports and records.
 - e. Maintain the records of The Assembly.
- 2) Record the minutes of all meetings of The Assembly, Executive Committee, and the Board of Directors.
- 3) Send a copy of the minutes of each meeting to each of the Board members in a time frame determined by the presiding Board.
- 4) Execute all correspondence of The Assembly.
- 5) Inform the Chairperson of any information that is pertinent to The Assembly.

TREASURER

- 1) Receive and deposit monies in The Assembly fund.
- 2) Disperse funds as directed by the Executive Committee.
- 3) Maintain and submit the financial records of The Assembly for review by the Certified Public Accountant (CPA) retained by The Assembly.

- 4) Prepare and present an annual report of the financial standing of The Assembly to the membership at the Annual Meeting.
- 5) Present the financial report at each meeting of the Board of Directors.
- 6) Transfer the funds, financial documents and property of The Assembly to the successor of the Chairperson within thirty (30) days after the expiration of the Chairperson's term of office.
- 7) Act as Co-Chair of the Finance Committee.
- 8) Assist with on-site registration.
- 9) Perform other duties as directed by the Board of Directors.

Public Relations

- I) This committee shall publicize events of The Assembly in publications of Assembly states and in other publications and news media as may be feasible.
- 2) The chairperson shall be appointed by The Assembly Chairperson subject to the approval of the Executive Committee.
- 3) This Committee shall be responsible for:
 - a) Enlisting exhibitors for The Assembly Annual Meeting.
 - b) Advertising The Assembly Annual Meeting.
- 4) The necessity for these responsibilities will be determined by the Board of Directors of The Assembly.
- 5) Fees for advertising and exhibiting will be determined by the Board of Directors of this Assembly.

Continuing Education Committee

- I) This committee shall be responsible for:
 - a) Promoting continuing education for The Assembly members.
 - b) Act as liaison between The Assembly, the AANA Continuing Education Committee and individual Assembly state's continuing education committee.
- 2) The chairperson shall be appointed by the Chairperson of The Assembly, subject to the approval of the Executive Committee.

Finance Committee

- 1) This committee shall be composed of a treasurer, and two (2) active members of The Assembly who, preferably, are former members of the Board of Directors.
- 2) It shall be responsible for preparing and presenting an annual budget, investigating expenses and recommending ways and means of raising money for The Assembly.

Nominating Committee

- 1) This committee shall consist of three (3) active members other than officers.
- 2) Nominations for this committee shall be made from the floor during the Annual Meeting held in odd numbered years.
- 3) Committee members shall be elected by a vote of The Assembly members during the Annual Meeting held in odd numbered years.
- 4) Each committee member shall serve for the ensuing two (2) years.
- 5) This committee shall name its own chairperson
- 6) This committee shall prepare the ballot with one or more nominations for the office of Chairperson-Elect, Vice Chairperson, Secretary, and Treasurer. It shall submit the prepared ballot to the Board of Directors on or before the Board meeting during the Fall Workshop held in odd numbered years.
- 7) This committee shall obtain consent in writing from each nominee prior to submission of the ballot to the Board of Directors.

