

BOARD OF DIRECTORS - DUTIES OF THE OFFICERS

1. Chairperson

- a. Shall conduct and preside over all Board meetings.
- b. Shall be responsible for all Chapter function and interest.
- c. Shall insure that Officers of the Board perform duties and assignments.
- d. Shall appoint committees when deemed necessary.

2. Chairperson Pro Tem

- a. Shall assist the Chairperson administratively.
- b. Shall insure that committees report back in a timely manner.
- c. Shall follow-up on overdue reports.
- d. Shall inform the Chairperson of any activities that do not conform to CMIA standards.

3. Secretary

- a. Shall maintain the general records, including the Board Minutes, Chapter Minutes and Financial reports.
- b. Shall distribute minutes of the Board meetings no later than 30 days after the last Board meeting.
- c. Shall receive and maintain all Chapter minutes.
- d. Shall maintain current copy of the Constitution, By-laws and Statement of Ethics and all Amendments.
- e. Shall maintain an accurate list of all Chapter Officers and members, past and present.
- f. Shall maintain an accurate list of all Board Members and Officers.
- g. Shall mail applications and information package to prospective corporate members.
- h. Shall call the roll when required.
- i. Shall inform Chapter Newsletter Editors to exchange newsletters with their counterpart.

4. Treasurer

- a. May be required at the discretion of the Chairperson to be bonded. The bond fees shall be paid from the Boards' treasury.
- b. Shall collect all monies and deposit the sum in the local bank in the Boards name.
- c. Shall pay out monies only on the authority of the Chairperson. All authorized checks must be signed by the Chairperson and Treasurer.
- d. Shall give reports to the Board as to its financial standing at the Board meeting when requested.
- e. Shall collect all monies due from the Chapters.
- f. Shall submit a financial report to the Board and all Chapters semi-annually.
- g. Shall file with the Internal Revenue Service and the State Board of Franchise, necessary documents required by law.
- h. Shall mail renewal invoices to corporate members no later than the 11th month of the current year.