

**AAAE OFFICER DUTIES**

The **President** shall preside at all AAAE national meetings and

meetings of the Board of Directors. The President shall appoint committees as authorized by the Board of Directors and act as the official representative of the organization unless a representative is otherwise appointed.

In addition, the President shall perform he duties customarily associated with the office of President.

The **President-Elect** shall, in the absence of the President, act in the official capacity of the President and perform all duties of that office.

The **Secretary** shall keep full and accurate records of all business and proceedings in regular and special meetings. The Secretary shall be responsible for AAAE correspondence upon the direction of the President and/or Board of Directors.

The **Treasurer** shall be responsible for the safekeeping of funds and shall be responsible for reporting receipts, expenditures, balances, and investments at the request of the Board of Directors. The Treasurer shall be responsible for accepting and dispensing funds and for the investment of balances as appropriate in accordance with policies established by the Board of Directors. The Treasurer shall present a Treasurer’s report, proposed budget, and account audit statement for review and consideration by the members at the annual meeting each year.

The **Treasurer-Elect** shall be responsible for collecting

dues, funds associated with any activity of AAAE, and maintaining membership records in collaboration with the Treasurer.

The **Historian** shall be responsible for the archives of AAAE.

The **Past-President** shall serve in an advisory capacity to the President and Chair of the Nominating Committee.

The **Vice President for Communications** shall be responsible for the updating and maintenance of the AAAE website.