



ABJA

OFFICER POSITIONS

President (One Year Term: Annual Meeting to Annual Meeting)

The President presides at regular and special meetings of the Executive Committee, Board of Directors and the Annual Meeting. In conjunction with the Executive Committee, the President appoints members to chair committees and fill vacancies, and follows the Bylaws of the Association. The President assists the Conference Committee with planning and organizing the Annual Conference. The President shall have served as an officer, committee chairperson, or circuit representative in this Association for at least one year prior to running for the office of President. The President ascends to Immediate Past President at end of term.

President-Elect (One Year Term: Annual Meeting to Annual Meeting)

The President-Elect assumes the duties of the President in such officer's absence. The President-Elect is Chair of the Long Range Planning Committee, serves on the Membership Committee and act as a liaison to all Committee Chairs. The President-Elect shall have served as an officer, committee chairperson, or circuit representative in this Association for at least one year prior to running for the office of President-Elect. The President-Elect ascends to President at end of term.

Secretary (One Year Term: Annual Meeting to Annual Meeting)

The Secretary shall record/prepare the minutes of all meetings (the Annual Meeting, Mid-Year Board Meeting, Executive Committee Meeting and Board of Directors Meeting) and maintain records of all business transacted by the Association. The Secretary maintains copies of all official correspondence and a roster of current members of the Association. The Secretary is a member of the Executive Committee and the Board of Directors.

Treasurer (Two Year Term: Beginning Jan. 1st and Ending Dec. 31st of the Second Year)

The Treasurer is the custodian of the funds and an authorized signatory of the Association. The Treasurer is responsible for monitoring and overseeing the accurate accounting and reporting of all monies received and expended by the Association in accordance with the Bylaws. The Treasurer position requires good financial literacy. The fiscal year begins on Jan. 1st and ends on Dec. 31st. The Treasurer is a member of the Executive Committee and the Board of Directors.

Circuit Representatives (One Year Term: Annual Meeting to Annual Meeting)

The Circuit Representative represents the members in their circuit and serves as a liaison between the officers and the members of the Association. The Circuit Representative are members of the Board of Directors, Membership Committee and Newsletter Committee. Circuit Representatives shall identify/recommend to the Board of Directors benefits and programs that will attract and retain members and submit news articles and a year-end report on activities in their circuit.