**Duties of the Vice President, Secretary/ Treasurer, and the Regional Board of Directors**

**President:** The President shall:

1. Have charge of and supervision over the affairs of the Association.

2. Preside at all meetings of the members and the Board of Directors, and chair the Executive Committee meetings.

3. Appoint all standing and special committees, designate committee chairs, and act as ex-officio member of all committees.

4. Act as official spokesperson for the Association or designate appropriate persons.

5. Call Executive Committee meetings to address problems or occurrences which arise between regularly scheduled meetings as prescribed in the bylaws.

6. Serve as liaison with other organizations or appoint the appropriate designee.

7. Submit articles for the “President’s Message” in the Response Time Publication.

8. Draft agendas for quarterly meetings of the Board of Directors.

9. Conduct annual performance evaluations of staff employees or contractors and report on those evaluations to the Board of Directors.

**Vice President:**  The Vice President shall:

1. Perform the duties of the President in his or her absence or disability.
2. Assist the President and exercise such other powers and perform such other duties as prescribed by the Board of Directors.
3. Become President in the event of resignation, removal from office, death, or permanent disability of the President.
4. Assist the President in the annual performance evaluations of staff employees and contractors of the Association.
5. Preside over the EMS Foundation and report of the Board of Directors.

**20.40 - Secretary/Treasurer:** The Secretary/Treasurer shall:

1. Keep the minutes of all proceedings of the Board of Directors and membership meetings.
2. Maintain a permanent record of all Board motions, actions, and Association Policies and Procedures.
3. Prepare all notices to the membership and Board of Directors or other notices which may be required by law or by the Association’s bylaws.
4. Be bounded by an appropriate insurance company. The cost of such bond shall be borne by the Association.
5. Assist the Budget and Finance Committee and office staff with preparing the Association’s annual budget, to be presented at the Fall Quarterly Board Meeting.
6. Prepare the Association’s financial statements in a format acceptable to the Board of Directors and in accordance with generally accepted accounting principles.
7. Provide and present the financial statements and current financial position of the Association along with the office manager and/or Executive Director to the Board of Directors at regular meetings and to the membership at the annual meeting.
8. Chair the Finance Committee and monitor all expenditures and budgets for committees, quarterly meetings, workshops, and annual meetings along with the Office Manager and/or Executive Director.

**20.60 - Board of Directors’ Responsibilities:**

The ultimate responsibility for the Association rests with the Board of Directors. The responsibility is recognized by state and federal laws; legally, the Board of Directors is responsible for the activities and fiscal integrity of the organization. The appropriate role of the Board is to set strategy and policies which will ensure that it fulfills its legal, financial, operational, and professional responsibilities to the members, sponsors, and donors. In so doing, the Board as a group, and directors as individual members, shall:

1. Be committed to the mission of the Association
2. Understand, observe, and be respectful of the roles of the Board, Executive Committee, officers, and the Executive Director.
3. Attend all Board and committee meetings, giving notice for absence from scheduled meetings and electronic conferences.
4. Come to meetings well prepared and be willing to participate actively.
5. Support the actions of the Board outside of Board meetings even in the event an individual’s personal opinion is contrary to the majority decision.
6. Respect the confidentiality of Board deliberations and information provided to the Board.
7. Approve and evaluate programs and activities of the Association.
8. Establish financial goals and objectives and monitor their progress.
9. Serve at the discretion of the President on designated committees.
10. Perform various duties at the annual spring conference and regional conference.
11. Serve as a spokesperson for the Association in coordination with the President.