

Adelphi University Parents Association Board Officer Responsibilities

President

The President shall have the following responsibilities:

- a. Act as spokesperson and representative for the Parents Association.
- b. Transact business on behalf of the Parents Association.
- c. Appoint individuals to serve on Parents Association committees.
- d. Preside at all meetings of the Parents Association and Steering Committee.
- e. Be a voting member of the Steering Committee and *ex officio* member of any Standing Committee.

Vice President

The Vice President shall have the following responsibilities:

- a. Act in place of the President, in the President's absence.
- b. Assume the duties of the President in the event the President can no longer fulfill the responsibilities of that office.
- c. Be a voting member of the Steering Committee and *ex officio* member of any Standing Committee.

VP/Treasurer

The Vice President/Treasurer shall have the following responsibilities:

- a. Act in place of the President, in the President's and Vice President's absence.
- b. Maintain records, and receive and disburse funds as necessary, on behalf of the Parents Association, and report the financial statement at the Annual Meeting and regular Steering Committee meetings.
- c. Be a voting member of the Steering Committee and *ex officio* member of any Standing Committee.

Secretary(ies)

The Secretary(ies) shall have the following responsibilities:

- a. Prepare minutes of meetings and forward same to the Office of the Dean of Student Affairs.
- b. Prepare other correspondence and materials as required.
- c. Be a voting member of the Steering Committee and *ex officio* member of any Standing Committee.