

**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. Review Senior Award and Parent Award applications, interview finalists and select winners.
- 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. Review Senior Award and Parent Award applications, interview finalists and select winners.
- 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.
 - c. Review Senior Award and Parent Award applications, interview finalists and select winners.
- 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. Review Senior Award and Parent Award applications, interview finalists and select winners.