

**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.