

# Job Descriptions



**President:** the duties of the president shall be:

1. The official representative and spokesperson of the division.
2. Preside at meetings of the division and at meetings of the board of directors.
3. Shall sign papers executed by, or on behalf of the division and shall require the signature of the president.
4. Receive and lay before the members at their meetings and at such other times as deemed necessary, the reports of the board of directors, officers and committees.
5. Generally do and perform such duties pertaining to his office as are required of him by the constitution and by-laws, or as are not otherwise specifically provided to be performed by some other officer or officers and as may be required by the board of directors.
6. To have the authority to instruct the secretary to poll the membership for opinions on any subject considered urgent by him, and to set a date on which replies must be returned to the secretary.
7. To appoint all committees not otherwise provided for and to committees of the NEAFC annual joint conference. To act as exofficio with the power to vote as a member of all committees.
8. To act as chairman of the board of directors.
9. To approve all expense allowances for members of the board of directors in attending meetings called of transact business of the division.
10. To appoint a sergeant – at –arms each year for the annual meeting. This position shall be in effect for the annual meeting only.
11. Submit a quarterly "President Message" for the NED newsletter.
12. Serve on the negotiating team for the NED and NEAFC conference contract.
13. IAFC
  - a. Attend annual President's meeting at FRI
  - b. Give a Division report at the annual business or directors meeting
  - c. Attend bi-annual strategic planning or bi-annual leadership summit.
  - d. Participate in Division Officers' teleconferences as scheduled.

Perform such other duties as may be required of his office by the annual meeting or the board of directors.

**First Vice President:** the duties of the first vice president shall be:

1. During the absence or disability of the president, or in case of his neglect, or refusal to perform such duties, or in case a vacancy occurs in the office of president, shall perform the duties and be vested with the powers of the president.
2. To assist the president in conducting meetings, business and policies of the division.
3. To serve a chairman of the audit committee.
4. Serve on the negotiating team for the NED and NEAFC conference contract.
5. IAFC
  - a. In charge of the operation of the hospitality room at FRI.
  - b. Assign State V.P.s to open, staff and clean the hospitality room throughout FRI.

To perform such other duties as are prescribed by the president or the board of directors.

**Second Vice President:** the duties of the second vice president shall be:

1. In the absence or disability of the first vice president, or in case of his neglect or refusal to perform such duties, or in case a vacancy occurs in such office, he shall perform the duties and be vested with the power of the first vice president.
2. To assist the president and first vice president in conducting the business and policies of the division.
3. To serve as chairman of the membership committee.
4. IAFC
  - a. In charge of the NED annual business meeting/breakfast at FRI.
  - b. Acquire tickets and distribute same for the breakfast as needed.

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- c. Bring and transport NED banner to the NED annual business meeting.

To perform such other duties as are prescribed by the president or the board of directors.

**Secretary-Treasurer:** The duties of the secretary-treasurer shall be:

1. To generally do and perform the duties which usually pertain to his office, or as may be directed of him by the president and/or the board of directors.
2. To attend all meetings of the division, the annual convention of the international, and keep full minutes of the proceedings and actions thereat.
3. Report data on membership and dues from the New England division according to the international's guidelines.
4. To cause to be prepared and issued to the board of directors, and all others to whom it may be directed by the board of directors, a complete report of each annual meeting and such other reports as may be required from time to time.
5. To employ, with the consent of the board of directors, such assistance as deemed necessary to discharge the duties of his office.
6. To provide the board of directors with a written statement of income and disbursements since their last meeting, and current net worth of the division. He shall establish an agenda for each meeting of the board of directors.
7. To submit at each annual meeting of the division, a written statement of the work of his office for the preceding twelve months, and also submit a report of the financial condition of the division.
8. To collect all monies, dues and fees due to the division, and shall keep an active and correct record of all monies, dues and fees belonging to the division, and of all disbursements on behalf of the division, making all payments of account by division check.
9. To, with the approval of the board of directors, select a bank or banks, in which funds of the division shall be deposited subject to such safeguards as the board of directors may from time to time determine.
10. To incur expenses in the name of the division for the necessary expenses of the office.
11. To sign as such officer, on proper warrants, checks and papers executed on behalf of the division, as may be required by the board of directors.
12. Bonded as provided and in an amount as determined by the board of directors.
13. To be ex-officio of all committees with the power to vote.

To perform such other duties as are prescribed by the president or the board of directors.

**Director to the IAFC:**

The director to the IAFC shall represent the New England division at the meetings of the board of directors of the international, and shall carry out the directives and instructions of the board of directors of the New England division and/or its members.

**Board of Directors:**

Membership of the board of directors shall be president, first vice president, second vice president, secretary-treasurer, director to the international, the immediate past president and the state directors from each of the six (6) states of the division.

The duties of the board of directors shall be:

1. To hold meetings at such time and place as the president may designate.
2. To hold meetings called by the president upon the request of the majority of the members thereof.
3. To transact the business of the division when the division is not in meeting assembly.
4. To exercise jurisdiction and authority over all standing and special committees.

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5. To construe the provisions of the constitution and by-laws.
6. To supervise and control all expenditures of the division.
7. To have authority to make a reasonable allowance for expenses incurred by the officers or its members in the transaction of business of the division.
8. To prepare a budget covering contemplated expenditures for each ensuing year, and the secretary-treasurer of the division shall be governed by such budget.
9. To have the receipts and disbursements of the division audited by a committee at least once a year.
10. To arrange for topics, papers, reports, order of business, approve conference arrangements and all other subjects or business to come before the annual meeting.
11. To have power and authority to levy a convention registration fee and collect from members an amount sufficient to defray expenses of the annual meeting.
12. To direct the secretary to publish to the membership such reports and papers as it deems of importance.
13. To have authority and power to elect a second vice president in the event of a vacancy occurring in the office of president and/or first vice president.

**State Vice Presidents (Directors):** The duties of the State Vice Presidents shall be:

1. Serve on the NED Board of Directors.
2. Serve on committees as the President may assign.
3. Member of the membership committee.
4. Inform the Sec/Tres. and President of retiring NED members from their state.
5. Attend parties and order plaques(when appropriate) for retiring NED members.
6. At the quarterly NED meetings, report on their division activities as they relate to their state.
7. Report at local state meetings as the on goings of the NED and IAFC.
8. Provide a quarterly report for the newsletter on state activities.
9. Assist as needed at FRI, including responsibilities in the hospitality room as assigned by the 1<sup>st</sup> Vice President.
10. Massachusetts State V.P. will order retirement plaques as directed by the Sec/Tres. or President.

To perform such other duties as are prescribed by the president or the board of directors.

**Immediate Past President:** the duties of the immediate past president shall be:

1. To assist new President in an orderly transition.
2. Serve on committees as assigned by the President.
3. Complete any ongoing or unfinished projects as the president deems necessary.
4. Represent the NED and/or President as directed.

To perform such other duties as are prescribed by the president or the board of directors.