

NOTIS POLICY DOCUMENT #2

DUTIES OF OFFICERS

These duties are keyed to the NOTIS Bylaws, Article 4. The list is not exhaustive and may be added to from time to time as determined by the Board of Directors.

I. President

Preside over the activities of the board of directors, all officers, all standing and special committees.

Prepare the agenda for and preside over meetings of the membership and the board of directors; arrange date and venue of, and announce, board meetings.

Monitor use, handling and accounting of all the Society's financial resources, and be an eligible signatory on any of the Society's financial instruments.

Appoint members to committees as needed.

Attend all membership and board meetings, as able, and when requested attend committee meetings.

Appoint members of the Nominating Committee and assist them in their business.

Act as the Society's spokesperson in appropriate situations and forums.

Act as the Society's liaison to the American Translators Association (ATA).

Remain as ex-officio member of the board of directors after completing a term of office, for two years if possible.

I. Vice President In the absence of president, will assume the duties and privileges of the president. Will offer moral support and counsel to the President in exercise of his or her duties.

III. Secretary

Record and distribute minutes of all meetings of the Board of Directors and, when deemed necessary, general membership meetings, to the appropriate parties, in a timely manner.

Maintain the Society's official papers, records and other essential documents.

Keep supplies of the Society's stationery and promotional materials.

Keep a file of form letters regularly used by the Society in transacting its business with the membership.

Serve as a member of any committee responsible for publications of the Society.

IV. Treasurer

Maintain and keep accurate records of all financial transactions of the society.

Officially represent the Society in any dealings with financial institutions, and/or other organizations involving funds.

Collect and disburse funds for the Society.

Oversee and manage the Society's financial accounts.

Provide monthly financial statements and report status of accounts to the Board of Directors.

Develop and present an annual budget to the Board of Directors.

Present budget to the membership at the appropriate time.

Be eligible to be bonded if the Society so desires.