

AFOS Council Position	Duties
<b>President</b>	<p>Sets agenda and presides at all meetings of the Society (BYLAWS, Article I)</p> <p>Calls Executive Council meetings (BYLAWS, Article II)</p> <p>Appoints Standing Committees and designates Committee Chairs (BYLAWS, Article IV)</p> <p>May call special meetings when requested in writing by at least 5 active members of the Society (CONSTITUTION, Article VII)</p> <p>Oversees the Executive Director</p> <p>Acts as the AOA liaison and reviews all correspondence from AOA and:</p> <ul style="list-style-type: none"> <li>• in conjunction with ED, acts on all information pertinent to the AFOS</li> <li>• disseminates information to the Executive Council and/or membership when appropriate</li> <li>• maintains a personal file of correspondence as described thru the ED</li> </ul> <p>Attends AOA Annual Convention and along with the President-Elect, attends the President's Council sessions, House of Delegates sessions, and other sub-committees that may be pertinent to the AFOS mission</p> <p>Assigns projects or forms ad-hoc committees as needed, to achieve the goals of the society</p> <p>Ensures that the Council maintains its role as the policy-making body of the Society and does not micromanage issues or committees</p> <p>Prepares President-Elect for the position of President</p> <p>Maintains contact with Council members and Committee Chairs to provide guidance on issues set before each</p> <p>Represents the Society at external events</p>
<b>President-Elect</b>	<p>Acts in the President's place in the case of his/her absence at meetings of the Society (BYLAWS, Article I)</p> <p>Works with the current President to learn and understand what is expected of the role of President</p> <p>Attends AOA Annual Convention along with the President (also attends the President's Council sessions, House of Delegates sessions, and other sub-committees that may be pertinent to the AFOS mission)</p>
<b>Vice President</b>	<p>In the absence of both the President and the President Elect, the Vice President shall act in their place at meetings of the Society (BYLAWS, Article I)</p> <p>Maintains parliamentary procedure during the course of Society meetings</p> <p>Serves as the Executive Chairperson of the collective AFOS Committees—acting as the liaison between Committee Chairs and the President, Executive Council and Executive Director</p>
<b>Secretary Treasurer</b>	<p>Responsible for the recording of the minutes at all meetings, and in charge of the finances of the Society (BYLAWS, Article I)</p> <p>Collects the dues and notifies the members in writing as to the time and place of meetings (BYLAWS, Article I)</p> <p>Makes expenditures of monies authorized by the Executive Council and makes a final report to the membership at the Annual meeting (BYLAWS, Article I)</p>
<b>Immediate Past President</b>	<p>After completion of a term of office, the President shall automatically take this post (CONSTITUTION, Article IX)</p> <p>Nominates Executive Council Officers and new Council members</p>
<b>Executive Council</b> *** Consists of: Officers, At Large Council members (2 per service and one Associate member), and one Student Liaison (who does not have voting privileges)	<p>Meet annually for an Executive Council Meeting</p> <p>Recommend dues to be presented to the membership for a vote (CONSTITUTION, Article IV)</p> <p>In case of resignation of the Vice President or Secretary Treasurer, vote for replacement (CONSTITUTION, Article IX)</p> <p>Set financial policy and authorize expenditures (BYLAWS, Article II)</p> <p>Appoint the Executive Director and set his/her compensation (BYLAWS, Article II)</p> <p>All Executive Council Members must be AOA members in good standing</p>