



The Executive Cabinet Officers

The officers have specific roles and responsibilities in addition to those they have as members of the board of directors.

President

The president is the executive officer of the organization and in this capacity shall:

- Preside over board meetings.
- Serve as chairman of the executive committee.
- Serve as an ex-officio member of all other committees except the nominating committee.
- Recommend what committees should be formed and who should chair them.
- Be a primary spokesperson for the organization.
- Lead the board in the performance of its responsibilities.
- Be the officer to whom the executive director reports and who coordinates the performance evaluation of the executive director.
- Perform such duties as directed by the bylaws and the board.

Vice President

The vice president is the operations officer of the organization and in this capacity shall:

- Perform those functions delegated to the vice president by the president.
- Perform the duties of the president when the president is unable to perform them.
- Serve as the chair of at least one committee that is operational in scope.

Secretary

The secretary is the officer responsible for the records and correspondence of the organization and in this capacity shall:

- Perform those functions delegated to the secretary by the president.
- Safeguard all the records of the organization.
- Record and retain the minutes of all board and executive committee meetings and collect and retain the minutes of all other committees meetings.
- Give notice of meetings and distribute minutes and other documents as needed.
- Serve as chair of one committee.

Treasurer

The treasurer is the financial officer of the organization and in this capacity shall:

- Perform those functions delegated to the treasurer by the president.

- Safeguard the assets of the organization.
- Maintain control over the receipt and disbursement of the organization's funds.
- Serve as chair of the Finance committee.
- Oversee the preparation of the annual budget.

Executive Director

The executive director is not an elected officer, but an employee of the organization. The executive director is the chief staff executive and in this capacity shall:

- Establish a staff structure and hire and train personnel to fill it.
- Perform those functions delegated by the president and the board.
- Implement the plans and policies developed by the board.
- Operate the NAC office.
- Provide assistance and support for the committees.