



Officer and Director Job Descriptions

President
<p>The President is the chief elected officer of NATHO and serves as Chairman of the NATHO Board of Directors.</p> <ul style="list-style-type: none"> ● The President acts as the authorized representative of the NATHO Board of Directors in all matters in which the Board has not formally designated some other person to act. ● In general, the NATHO President supervises and controls all business of NATHO. ● The President may employ or terminate contractors as necessary to carry out the work of NATHO. ● The President makes all required appointments of standing and special committees. ● The President is a signatory on NATHO bank accounts. ● The President chairs the planning of the annual conference.
Vice President
<p>The Vice President may be delegated by the President to perform his/her duties in the event of the President's temporary absence from meetings, and will have other duties as assigned by the President or Board of Directors. ¶¶</p> <ul style="list-style-type: none"> ● The Vice President is responsible for reviewing and suggesting edits to the bylaws throughout their term. ● The Vice President will serve as the next President at the Board's transition. ● The Vice President holds office for a term "at the pleasure of the Board of Directors."
Secretary-Treasurer
<p>The Secretary-Treasurer works with NATHO Association Managers to ensure proper and legal mailings of notices to the membership, and to ensure proper minutes of all meetings of the membership and Board of Directors, should a NATHO Association Manager not be able to attend.</p> <ul style="list-style-type: none"> ● The Secretary-Treasurer, or his/her designee, is responsible for the maintenance of an accurate roster of the dues and fees and is responsible for the maintenance of financial records. The books of accounts are at all times open to inspection by any Director and by any member. ● The Secretary-Treasurer ensures the preparation of an annual financial report. ● Duties of the Secretary-Treasurer may be assigned to the Association Managers, except those responsibilities placed by statutory law on a secretary or treasurer.

- The Secretary-Treasurer is a signatory on NATHO bank accounts.
- The Secretary-Treasurer participates in regular meetings of the NATHO Board of Directors and special meetings of the Board of Directors as called.
- The Secretary-Treasurer will transition to Vice
- The Secretary-Treasurer holds office for a term “at the pleasure of the Board of Directors.”

Immediate Past-President

The Immediate Past-President serves in an advisory capacity to the NATHO Board of Directors, Committees, and membership.

Director

The Board of Directors is vested with the management of the affairs of NATHO.

- Each Director is entitled to one vote on all matters before the Board of Directors. Alternates are authorized to vote by proxy for the board member.
- Each Director participates in regular meetings of the NATHO Board of Directors and special meetings of the Board of Directors as called.
- Term length is four years.

Board Liaison

The Board will occasionally seek out volunteers within the Board to act as a liaison between the Board and a committee.

- The liaison will assist in the initial set up of the committee.
- The liaison will report back to the board on committee updates and initiatives.
- The liaison will work with the Association Managers to follow through with any tasks needed.
- Liaisons may serve in this position throughout their term as a director or appoint a new volunteer in their place.