

## Duties & Responsibilities of the Board of Directors and It's Elected Officers

[\(From Article IV - Sections 2 - 8 & Article V - Sections 1 & 2 of the Association By-Laws here\)](#)

**Board of Directors.** The Board of Directors shall consist of the elected officers, directors and Immediate Past President. The Board of Directors shall manage the property and business of the Association and shall establish operating policies as necessary to properly and effectively carry out the provisions of these bylaws.

**President.** The President shall be the chief executive officer of the Association. He shall preside at all meetings of the Board of Directors and Association, and see that they are properly conducted and adjourned. He shall be an impartial and conscientious arbiter of discussion and debate, and insist on fairness in the actions and discussions of members. The President may sign and execute all authorized contracts or other obligations in the name of the Association. He shall have the general powers and duties of supervision and management usually vested in the office of president of a corporation, and perform such duties as may be assigned to him by the bylaws or the Board of Directors.

**Vice President.** The Vice President shall preside in the absence of the President at meetings of the Board of Directors and Association. He will also perform such duties as may be assigned to him by the bylaws, the President or the Board of Directors.

**Secretary.** The Secretary shall keep all the records of the Board of Directors and Association in an accurate, orderly and complete manner. The Secretary shall maintain all records for inspection by the membership, prepare all correspondence of the Association as directed by the President and the Board of Directors, and shall perform such other duties as may be assigned to him by the bylaws or the Board of Directors. The Secretary shall be responsible for maintaining an up to date list of all members with the assistance and collaboration of the Membership Chairman. The Secretary will ensure that the minutes of the previous general meeting and any special or board meetings are published for review in the association newsletter just prior to the next general meeting.

**Treasurer.** The Treasurer shall be responsible for the care and custody of the funds of the Association, for the full and accurate recording and reporting of receipts and disbursements, chair the Budget Committee, and other such duties as the bylaws or the Board of Directors may provide. The Treasurer will present a financial report at all general meetings and board meetings. The Treasurer should also come to meetings with the appropriate records to allow for the Audit Committee to conduct audits, as prescribed by these bylaws.

**Immediate Past President.** The Immediate Past President, an appointed position, shall act as an advisor to the Board of Directors with a vote, and perform such other duties as the bylaws or the Board of Directors may provide. He shall be responsible for creating, but not chair or otherwise participate in, all standing and ad hoc committees not otherwise designated chairmen. These will be presented to the Board of Directors for approval, with final approval being the responsibility of the President. **Only past presidents may fill the position of Immediate Past President.**

**Directors.** There will be two [2] elected directors. These directors shall assist the President and Board of Directors as the bylaws or the Board of Directors may provide.

**Elections.** Elections shall be held every year in a staggered fashion. The positions of **President, Vice President, Secretary, and one Director will be voted upon during odd years**, and the **positions of Treasurer and the other Director** will be voted upon **during even years.**

**Members** in good standing, **having served, or are presently serving, in the 2nd Battalion, 4th Marines and the Armed Forces of the United States,** may be considered for the offices of President, Vice President, and the two [2] Director positions.

**Members not having served in the 2nd Battalion, 4th Marines or the Armed Forces of the United States, but in good standing,** shall be eligible for all other offices, with the exception of the Immediate Past President. **Only past presidents may fill the position of Immediate Past President, an appointed staff position.**

**Term of Office.** The **term of office for all elected officers and directors** shall be **two years**, or until the installation of their successors.