



## NALS OF PHILADELPHIA

### DUTIES OF ELECTED OFFICERS

**PRESIDENT:** The President presides at all meetings of this Association and shall perform such other duties as ordinarily pertain to this office. The President appoints the appointed officers and committee chairs subject to the approval of the board of directors, and appoints an audit committee of not less than two members to review the books of this Association. Appointment shall be made prior to the close of the fiscal year. The President shall be an authorized co-signatory of checks issued by this Association, be an ex-officio member of all committees, except the nominations and audit committees, be the liaison between NALS... *the association for legal professionals* and NALS of Philadelphia, receive all mailings and coordinate all matters pertaining to NALS... *the association for legal professionals* affairs, and perform such special duties, powers, or authority as shall be fixed by the board of directors.

**FIRST VICE PRESIDENT:** The First Vice President shall act in the absence of the President and shall perform such other duties as may be designated by the President or the board of directors, be Membership Chair, and receive written complaints of violations of the Code of Ethics adopted by NALS... *the association for legal professionals*.

**SECOND VICE PRESIDENT:** The Second Vice President shall preside in the absence of the President and First Vice President or in the event of their inability to serve, perform such other duties as may be assigned to her/him by the President or the board of directors, and be the Chair of the Program Committee.

**RECORDING SECRETARY:** The Recording Secretary shall accurately record the proceedings of all meetings of this Association and of the board of directors and maintain them in a permanent record book. The Recording Secretary will deliver the minute book to the successor at the close of the term.

**TREASURER:** The Treasurer shall make all disbursements pursuant to Section 5 of the NALS of Philadelphia Standing Rules, receive all dues for the Chapter from NALS, keep an account of all receipts and disbursements, making a monthly report the membership and an annual written report at the annual meeting, and prepare a proposed budget for the next fiscal year and have it available for presentation to the Board at the June meeting.