



**OSFMA**  
*Leadership  
Responsibilities  
and  
Guidelines*

*March 2009*

# OSFMA President Responsibilities

## PRESIDENT

The President shall manage and operate the Association pursuant to the policies of the Board of Directors in a manner such as to fulfill the purposes and aims of the Association and the membership thereof. The President shall be the Chair of the Board of Directors and the Executive Committee.

### Additional Guidelines

Serving on the Board of Directors as President, President-Elect, Vice President, and Past President is a four year commitment beginning with the election as Vice President. At the annual conference the Vice President is elected by the OSFMA membership, and Executive Board Members advance to the next Board position.

The President shall serve a one-year term of office starting immediately after the annual conference.

Vacancy in the office of President shall be filled by the President-Elect who shall hold that office for the balance of the unexpired term.

Additional responsibilities:

- Chairs Board Meetings.
- Sets agendas for board meetings.
- Hosts the annual conference.
- Evaluates Executive Assistant.
- Approves minor expenditures.
- Appoints a chairperson for each of the standing committees.
- Responds to inquiries from board members and association members.
- The official OSFMA address is designated by the President.
- Approves newsletters.
- Pursue and promote new projects that expand the organization and its mission.
- Attends WAMOA and NSPMA conference or selects a designee from the current Board of Directors or Conference Committee.

## OSFMA President-Elect Responsibilities

### PRESIDENT-ELECT

The President-Elect shall perform the duties and responsibilities assigned by the President. The President-Elect is the President-Elect of the organization and shall be Chair of the Conference Committee.

### Additional Guidelines

Serving on the Board of Directors as President, President-Elect, Vice President, and Past President is a four year commitment beginning with the election as Vice President. At the annual conference the Vice President is elected by the OSFMA membership, and Executive Board Members advance to the next Board position.

The President-Elect shall serve a one-year term of office starting immediately after the annual conference.

Vacancies in the offices of President-Elect shall be filled by the Vice President who shall hold that office for the balance of the unexpired term.

### Additional Responsibilities:

- Chairs the conference committee.
- Sets the agenda for conference committee meetings.
- Attends Board Meetings.
- Approves newsletters.
- Responds to inquiries from board members and association members.
- Pursue and promote new projects that expand the organization and its mission.
- Attends WAMOA and NSPMA conference or selects a designee from the current Board of Directors or Conference Committee.

## OSFMA Vice-President Responsibilities

### VICE-PRESIDENT

The Vice-President shall perform the duties and responsibilities assigned by the President.

### Additional Guidelines

Serving on the Board of Directors as President, President-Elect, Vice President, and Past President is a four year commitment beginning with the election as Vice President. At the annual conference the Vice President is elected by the OSFMA membership, and Executive Board Members advance to the next Board position.

The Vice-President shall serve a one-year term of office starting immediately after the annual conference.

### Additional Responsibilities:

- Chairs membership committee.
- Attends Board Meetings.
- Responds to inquiries from board members and association members.
- Pursue and promote new projects that expand the organization and its mission.

# OSFMA Secretary-Treasurer Responsibilities

## ARTICLE IX SECRETARY/TREASURER

### Section A

The Secretary/Treasurer shall be responsible for recording and accounting of all financial transactions of the Association, its accounts, liabilities, and financial condition, and shall ensure that all expenditures are duly authorized and are evidenced by proper receipts and vouchers. The Association's books and accounts shall be open at all times during regular meeting hours to the inspection of any member of the Association. The Secretary/Treasurer shall endorse and deposit all bills, notes, checks, or other negotiable instruments of the Association and shall generally have supervision of the finances of the Association. The Secretary/Treasurer shall keep the usual accounting records of the Association according to standard accounting practices.

### Section B

The Secretary/Treasurer shall make a full report of the financial condition of the Association for each meeting of the Board of Directors, at each state conference, and shall make other reports and statements as may be required by the Board of Directors or the laws of the State of Oregon.

### Section C

The Secretary/Treasurer's accounting shall be audited independently once each year, and the report of said independent audit shall be submitted to the Board of Directors at the annual meeting.

### Section D

The Secretary/Treasurer shall keep a complete and permanent record of all proceedings of the membership meetings and of the Board of Directors. He/she shall, in addition, under the control and supervision of the appropriate officers, have general charge of the historical file records of the Association and maintain them in a safe and systematic manner.

#### Additional Responsibilities:

- Attends Board Meetings.
- Responds to inquiries from board members and association members.
- Pursue and promote new projects that expand the organization and its mission.

## OSFMA Past President Responsibilities

### Past President

The immediate Past President shall serve a one year term of office starting immediately after the annual conference.

### Additional Guidelines

Serving on the Board of Directors as President, President-Elect, Vice President, and Past President is a four year commitment beginning with the election as Vice President. At the annual conference the Vice President is elected by the OSFMA membership, and Executive Board Members advance to the next Board position.

### Additional Responsibilities:

- Chairs the Elections and Nominations.
- Attends Board Meetings.
- Responds to inquiries from board members and association members.
- Pursue and promote new projects that expand the organization and its mission.

## OSFMA Zone Directors Responsibilities

### Zone Directors

Each Zone Director shall be elected every other year at one of there zone meetings prior to the Annual Conference, or at the Annual Conference zone meeting. Zone nominations may also be accepted from the floor. Zone Directors serve a two year term.

### Additional Guidelines:

- The Zone Board Director from each geographic zone shall convene at least one meeting of the members of that zone each fiscal year. The minutes of the zone meeting shall be kept by the Zone Director or his designee and then sent to the Secretary/Treasurer
  - Zone meetings include the following:
    - ◊ Arrange for topic, and speaker. If there are speaker costs send expense voucher to Executive Assistant for payment.
    - ◊ Send e-mail informational flyers to zone members.
    - ◊ Arrange lunch for members. Send expense voucher to Executive Assistant for payment.
    - ◊ Conduct a zone meeting following the presentation.
    - ◊ Designate a member to take minutes of the meeting. Send meeting notes to all zone members and a copy the Executive Assistant.
  - Respond to inquiries from Zone members and association members.
  - Pursue and promote new projects that expand the organization and its mission.
  - Attends Board Meetings.