**MAAFP Officer**

**Roles and Responsibilities**

 **President**

* Establish goals, objectives and policies for the year
* Review the association's long-term goals - adjust as necessary
* Oversee committee functions and planning
* Set agendas and preside over monthly Board of Directors and program meetings
* Conduct Board/Officer/Committee Chair meetings as needed
* Appoint individuals or committees as required
* Coordinate relations between the national AFP and MAAFP
* Solicit candidates to fill Board vacancies
* Serve on the MAAFP Board of Directors

**Vice President**

* Conduct meetings in absence of the President
* Oversee the MAAFP Web site
* Formulate strategic plans for the upcoming fiscal year
* Serve on the MAAFP Board of Directors

**Treasurer**

* Serve on the MAAFP Board of Directors
* Perform the fiscal duties of the Treasurer of the Association
* Establish and maintain banking relationships for the Association
* Maintain financial records for the Association
* Prepare budget for the fiscal year
* Present financial statements to the Board at regular meetings
* Prepare Annual Report to the membership
* Prepare MAAFP tax return and file in a timely manner
* Maintain adequate insurance for the Association
* Update W-9 for website annually
* Serve on the Board of Directors

**Secretary**

* Responsible for records retention and destruction
* Prepare and distribute minutes of Board of Director meetings
* Maintain MAAFP correspondence history and other appropriate records
* Assemble the ballot for election of the next years Board of Directors
* Send out the ballot for the election of the Board of Directors
* Serve on the MAAFP Board of Directors