

RNS Board Job Descriptions:

OFFICERS: The elected officers shall be a President, President Elect, Secretary, and Treasurer.

PRESIDENT:

The President shall:

1. Plan agendas
2. Notify members of meetings
3. Preside at all business and Board meetings
4. Represent the Society in all professional and business transactions
5. Conduct business between Board meetings in consultation with the Board
6. Appoint committee chairs
7. Serve as an ex-officio member of all committees except the Nominating Committee

PRESIDENT ELECT:

The President Elect shall:

1. Fulfill duties in the absence of the President
2. Fulfill duties delegated by the President and the Board of Directors
3. Coordinate/assist with the annual educational conference with the help of the board of directors or an appointed conference committee

SECRETARY:

The Secretary shall:

1. Record and distribute minutes for Board of Directors and general business meetings of the Society
2. Serve as historian for the Society
3. Be custodian of the corporate records
4. Be responsible for membership applications and renewals unless delegated to another board member
5. Complete Society correspondence as delegated
6. Perform other duties as delegated by the President or Board of Directors
7. Prepare monthly membership reports for the Board and annual meeting.

TREASURER:

The Treasurer shall:

1. *Monitor* the finances of the Society
2. Assist in the development of budgets
3. Make recommendations to the Board on financial matters.
4. Be responsible for and in custody of any funds and securities of the society.
5. Receive receipts for monies due and payable to the society from any source and deposit all such monies due and payable to the society.
6. Prepare monthly accounts payable reports for the board and annual business meeting.
7. Perform other duties as delegated by the President or Directors

BOARD OF DIRECTORS:

The governing body of the Society is the Board of Directors and consists of the President, President Elect, Secretary, Treasurer, and four (4) elected members. The Board is responsible for the overall policy and direction of the Society and manages and conducts the business of the Society.

TERM OF OFFICE:

1. The term of office for the officers and directors of the Society shall begin immediately following the conclusion of the Society's annual meeting.
2. The President and President Elect shall *each* serve for a period of one year.
3. The Secretary *and the Treasurer* shall *each* serve for a period of *two* years.
4. No elected officer shall serve more than one consecutive term.
5. An individual may not hold more than one office at any given time.
6. Each Director shall be elected to serve a term of two (2) years. No member of the Board of Directors may serve for more than two (2) successive two-year terms.

VACANCIES:

1. In the event a vacancy occurs in the office of the President, the President-elect shall automatically succeed to the Presidency and the office of President-elect shall remain vacant until the next scheduled balloting for President-elect. The President-elect shall subsequently serve the one year term of office as President to which elected. In the event a vacancy occurs in a year in which there is no President-elect, the Board of Directors shall appoint an interim President to serve the unfulfilled term.
2. Vacancies for all other offices and positions occurring during the year shall be filled by interim appointment by the Board of Directors.