

## Job Description for Officer Open Positions Election 2024

### **President:**

- Prepares agenda for all AA meetings and presides at the meetings.
- Appoints Chairs to all committees except Nominating, Finance, Program or Communications & Technology Committee.
- Serves as an ex-officio member of committees.
- When invited by committee chairs, President may MC, host or serve as public representative.
- Serves on the Executive Committee with the Vice-President, Secretary, Treasurer and Executive Director to discuss/solve all issues relating to the growth and development of the AA including short and long-term planning.
- Holds access to passwords, banking accounts, credit card, in absence of the Treasurer.
- Can pay bills and handle financial transactions in the absence of the Treasurer.

### **Vice President:**

- Fulfills the duties of the President, in the President's absence.
- Supports all Chairs.
- Serves on the Executive Committee with the President, Secretary, Treasurer and Executive Director to discuss/solve all issues relating to the growth and development of the AA including short and long-term planning.
- Attends all board meetings.

### **President-Elect:**

- Shall learn the duties of the President.
- Takes office as President Elect 1 year before the current President's term expires
- May attend all Board meetings.

### **Treasurer:**

- Serves as Chair of the Finance committee.
- Appoints Finance Committee members with approval from Executive Committee.
- Prepares annual AA budget with Executive Director.
- Prepares annual IRS tax filing in coordination with the AA CPA.
- Prepares monthly reconciliations.
- Pays all bills on time.
- Ensures that the AA follows all Federal and NJ State requirements for a not for profits, including certifications and licenses.
- Certifies that the AA is using sound financial practices.
- Keeps checkbooks for all accounts, investment papers, passwords for all financial Transactions.
- Serves on the Executive Committee with the President, Vice-President, Secretary and Executive Director to discuss/solve all issues relating to the growth and development of the AA.