

IYAMW Board Volunteer Descriptions

The **President** shall act as the principal executive officer of the Association, chair all meetings of the Board, sign, with the Secretary or any other officer of the Association authorized by the Board, any check, deed, mortgage, bond, contract or other instrument that the Board has authorized to be executed, and in general perform all duties incident to the office of President and such other duties as prescribed by the Board. Terms are 3 years; time commitment is 5-10 hours/month.

The **Vice-President** shall work closely with the President and assist the President in the performance of his or her duties. In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of the President. The Vice-President shall have such other powers and perform such other duties as prescribed by the Board. Terms are 3 years; time commitment is 3-4 hours/month.

The **Secretary** shall keep complete records of the proceedings of the Board, serve meetings and other notices as needed, maintain the records of the Association, and discharge such other duties of the office as prescribed by the President or the Board. Terms are 3 years; time commitment is 3-4 hours/month.

The **Treasurer** shall report to the Board about the Association's financial status and on strategies for maintaining its financial well-being, ensure the timely filing of all tax returns, have responsibility for all property of the Association, receive and give receipts for money due and payable to the Association, deposit all such monies in the name of the Association in such bank and trust companies, or other depositories as selected in accordance with these Bylaws, and in general perform all the duties incident to the office of Treasurer and such other duties as assigned by the President or the Board. Terms are 3 years; time commitment is 3-4 hours/month.

The additional members of the Board, not holding an officer position, may be considered **Members-at-Large**. These Board Members will have the authority and perform any duties prescribed, from time to time, by the Board of Directors. Terms are 3 years; time commitment is 3-4 hours/month.