

Officer Responsibilities
(Revised from the 1996 OAFCS Business Meeting)

President-Elect:

Article IV Section 3.

A member shall be elected annually to serve as president-elect for one year, as president for the following year, and as counselor for the succeeding year.

Article V Section 1. (2)

The president-elect shall be a member of the Executive Board and the Executive Committee. The president-elect shall serve as a member of the finance committee; and preside in the absence of the president and shall become the president upon removal or resignation of the president; attend the meeting of the affiliates' presidents unit; and serve as a delegate to the AAFCS Senate and in the capacity may serve as alternate for the president.

Treasurer:

Article IV Section 6.

A treasure shall be elected in odd-numbered years for a term of two years.

Article V Section 1. (7)

The treasurer shall be a member of the Executive Board and the Executive Committee, and shall serve on the finance committee. The treasurer shall be responsible for reviewing financial records of the Association, present the proposed annual budget to the Executive Board and the Assembly of Members; render a financial report to the Assembly of Members at the annual meeting; and shall serve as deputy treasurer for the annual meeting finance committee. At such times as the treasurer may be unable to act, the deputy treasurer (president) shall act for the treasurer. The treasurer serves as advisor to district treasurer.

**Must be familiar with and use Quicken Program and/or Quickbooks. Installation of the program will be at OAFCS expense.