Duties of PSPA Officers (SOPs) – standard operating procedures

Election of officers is held at the annual business meeting during April’s monthly meeting.

Officers are: President, President-Elect, three (3) Vice Presidents, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

The term of office for Officers and Committee members is July 1 to June 30.

All Committee chairs and committee members are appointed by the President-Elect for the year when President-Elect is serving as President.

Any officer vacancy that occurs during a term of office shall be filled by holding a new election at a stated meeting of the Society. The newly elected officer shall serve the balance of the unexpired term.

**President**

1. Call and preside over all meetings of the Executive Board and luncheon-speaker meetings and shall have power to

 call special meetings.

2. Ex-officio member of all committees and should be included in all correspondence and meetings.

3. Chair the year’s Activity Committee (responsible for all programs during year of office)

- in coordination with the Secretary and other members of the Activity Committee finalize all monthly programs by July after taking office.

-In coordination with the Secretary and other members of the Activities Committee, visit and finalize

 arrangements for Fall and/or Spring field trips.

-Provide an updated committee report at each executive committee meeting.

4. Upon taking office, designate members for all committees and charge each committee with its respective duties

 for one year. Submit all committee memberships to the Secretary.

           -Advise all Committee Chairs that a report is due at each executive board meeting.

5. Formulate, in co-ordination with the secretary, all meeting agendas.

6. Direct proposals from PSPA members and other correspondence to the appropriate committee or officer.

7. Copy the Secretary and President-elect on all correspondence (preferably via email).

8. At least 60 days before the Annual business meeting, appoint a Nominating Committee of three (3) members

 comprised of the immediate past president as chair with two others to be appointed by the President in consultation

 with the Secretary and incoming President. The names of the nominees shall be included in the notice of the

 Annual Meeting sent to all members of the Society by the Secretary.

9. Luncheon meeting responsibilities in order are:

 a) host speaker at head table

 b) call for a blessing

 c) ask members to introduce their guests

d) ask Chair of Membership Committee for a report if there is a vote needed for approval of proposed new

 members who have been approved by the Executive Committee

 e) introduce new members in attendance and in conjunction with Chair of Membership Committee, present

 them with their certificate and a copy of the Society’s history.

f) introduce the speaker and at conclusion of the talk, present a copy of the Society’s history to the speaker

 as a thank you.

10. At end of June meeting turn over the Presidency to the President-Elect.

**President-elect**

The President-Elect serves the PSPA as requested by the President and is an ex-officio member of all committees. He/she should maintain close correspondence with the President and other Officers throughout their term and be included in correspondence.

Specific duties by the June 1 deadline prior to assuming office of President include:

1. Chair of activities Committee for all programs during year when President

 a) Invite meeting speakers using PSPA financial and other guidelines and templates

 b) Copy the Secretary on all correspondence to and from potential and confirmed speakers including 1) complete speaker contact information, 2) short biographical sketch of speaker and 3) speaker’s topic and short summary of his/her presentation.

2. Appoint all committee chairs and committee members for the year as President

3. Review and revise all committee charges and procedures for accuracy, duplications, and

 omissions. Revisions should be approved by the PSPA Executive Committee and sent to the

 Secretary in MS-Word format for electronic filing, including the website.

4. Serve as President’s substitute at luncheon meetings when President cannot attend.

**Secretary**

1. Maintain an updated electronic copy of members

2. Write the minutes for each executive committee meeting for distribution to members.

3. Copy the President and President-elect on all correspondence

4. Distribute meeting notices and other matters (e.g. proposed new members, information, etc)

5. In conjunction with President, prepare the agenda for each Executive committee member

6. Serve as contact for organizations/individuals with regard to PSPA related business.

 a) Contact each speaker prior to the meeting to ask for AV needs and provide directions

7. The Secretary is an ex-officio member of all committees and should be included in all correspondence.

8. Prepare new member certificates for President’s presentation

9. Prepare annual membership booklet with biographical information

10. Maintain the inventory of PSPA history books for presentation by the President to new members and guest speakers

**Assistant Secretary**

1. Shall perform such duties as assigned by the Secretary of the society.

2. In the absence of the Secretary, write the minutes for the Executive Committee meetings for distribution to members.

**Treasurer**

1. The Chief Financial Officer for PSPA approves, handles and processes all financial transactions that deal with

 PSPA business.

2. Manage and report monthly the Society's Balance Sheet, Profit & Loss Statement, Accounts Payable and

     Accounts Receivable by e-mail and at each executive board meeting.

3. Collect member dues

4. File applicable federal and state income forms and audit requirements

5. Make proposals regarding dues & fees to the PSPA Executive Committee.

6. Maintain and produce name tags for members and guests at each meeting.

7. Prepare past budget information and offer suggestions for a new yearly budget to be discussed by the     Budget Committee and presented to the Executive Board at the March meeting.

**Assistant Treasurer**

1. Shall perform such duties as assigned by the Treasurer of the society.

**Immediate Past President**

1. Serve as Chair of the Nominating Committee for the next year’s officers.

 The nomination committee of three is comprised of the immediate past president with two others to be appointed by the President in consultation with the Secretary and incoming President.  Report due at March Executive Committee meeting.

2. Assist the President, as requested

**Members of PSPA Executive Committee**

1. The executive committee consists of the Officers (President, President-elect, Secretary,

 Treasurer, 1st Vice President, 2nd Vice President, 3rd Vice President, immediate Past

 President and Chairs of permanent Committees.

2. The President shall act as Chair of the Executive Committee. In the absence of the President,

 the President-elect shall preside.

3. The Executive Committee should meet at the discretion of the President.

4. The President may invite Chairs of temporary committees and other persons (e.g. past

 presidents) to attend the Executive Committee meetings, but they shall not be eligible to vote.

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Document approved by PSPA Executive Committee - Oct 6, 2011