

JOB DESCRIPTIONS FOR OFFICERS OF HAP

Chairman:

The Chairman shall preside at all meetings of the Corporation, the Board of Directors, and the Executive Committee. The Chairman shall be a member ex officio without vote of all committees except the Executive Committee at which the Chairman shall preside and vote.

- ✓ Appoints special ad hoc committees and task forces
- ✓ Attends all leadership functions of the membership
- ✓ Participates in agenda development

Chairman-Elect:

The Chairman-Elect shall be elected by the Board of Directors and in the absence or incapacity of the Chairman, shall perform the duties of the Chairman.

Immediate Past Chairman:

The Immediate Past Chairman shall, in the absence or incapacity of the Chairman and the Chairman-Elect, perform the duties of the Chairman.

- ✓ Chairs the Nominating Committee

Treasurer:

The Treasurer shall be appointed by the Board of Directors; shall be responsible for the custody of the corporate funds and securities; shall be responsible for reporting at each board meeting a full and accurate accounting of the financial activity of the Corporation; and shall perform such other duties as may be assigned by the Board of Directors or the President.

- ✓ Chairs the Audit and Finance Committee
- ✓ Chairs the HAPAC Campaign

Secretary:

The Secretary shall be appointed by the Board of Directors; shall attend all meetings of the Board of Directors and of the members and keep accurate records thereof in one or more minute books kept for that purpose; shall keep, or cause to be kept, at the principal office of the Corporation, a register showing the names and addresses of all members of the Corporation and all members of the Board of Directors and shall perform the duties customarily performed by the secretary of a corporation and such other duties as may be assigned by the Board of Directors or the President.