

Excerpted from Article V, Duties of Officers from the Constitution
of the
Virginia Association for Teachers of Family & Consumer Sciences (VATFACS, Inc.)

Duties of PRESIDENT

- The President shall be the chief executive officer of the Corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed from time to time by Board of Directors. The President shall act as Chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors and at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.
- Serve as consultant to the Nominations and Elections Committee.
- Serve as Co-chair of the Institute Program Committee.
- Appoint committees not otherwise provided for in the Bylaws.
- Serve as Virginia's contact person for the National Association Teachers of Family and Consumer Sciences.
- Coordinate all activities of the Virginia Association for Teachers of Family and Consumer Sciences.
- Keep the Board of Directors informed of the business of the Corporation.
- Approve chairs for committees provided for in the Bylaws.
- Appoint chairs of other committees as deemed necessary.

Duties of PAST PRESIDENT

- Serve as ex-officio Director of the Board of Directors for the year immediately following the term of President.
- Serve as consultant to the President.
- Serve as transition officer for any vacancy that occurs that cannot be filled, or until such time as the Board of Directors fills the position or an election occurs.
- Serve as consultant to the Constitution Committee.
- Serve as consultant to the Scholarship Committee.
- Serve as consultant to the Institute Program Committee.
- Assist the President and Executive Board in any other matters as deemed necessary by the President.

Duties of PRESIDENT-ELECT

- Work closely with the President.
- Serve as President for the remainder of the term in case of permanent vacancy.
- Serve as Chair of the Strategic Planning Committee.
- Serve as Co-chair of the Institute Program Committee.

- Serve as VATFACS Liaison to the FCCLA Board of Directors.
- Learn the procedures, policies, and functions of the Board of Directors.

Duties of VICE PRESIDENT

- In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.
- Assume such other duties as the President may deem necessary.
- Serve as Parliamentarian at all Board of Directors meetings.
- Serve as consultant to the Awards and Honors Committee.

Duties of SECRETARY

- Certify and keep at the principal office of the Corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Directors, and, if applicable, meetings of committees of Directors and members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- Be custodian of the records and of the seal of the Corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.
- Keep at the principal office of the Corporation a membership book containing the name and address of each member, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.
- Exhibit at all reasonable times to any Director of the Corporation, or to his or her agent or attorney, on request therefor, the Bylaws, the membership book, and the minutes of the proceedings of the Directors of the Corporation.
- In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- Handle correspondence for the Corporation.
- Serve as co-consultant along with the Virginia ACTE Representative to the Membership Committee.
- Serve as consultant to the Exhibits Committee.

Duties of TREASURER

- Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including those accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times, the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor.
- Render to the President and Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- Collaborate with Secretary to maintain accurate membership records.

Duties of REPORTER

- Serve as the editor of the Newsletter of the Corporation.
- Serve as editor of the Corporation's website.
- Coordinate publishing of materials related to the Corporation's activities.
- Serve as consultant to the Public Information Committee.
- Serve as consultant to the History Committee.
- Serve as the Corporation liaison to the Virginia CTE News, the VEA Journal, the VATFACS Newsletter, the NATFACS Newsletter and the ACTE Newsletter.

Duties of Virginia ACTE REPRESENTATIVE

- Serve as liaison between the Board of Directors and the VACTE Executive Board.
- Serve as co-consultant along with the Secretary on the Membership Committee.