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## Duties of Officers and Area Coordinators 2/7/15

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## **Duties of Officers and Area Coordinators**

**2/7/15**

### **Elected Officers**

1. President will oversee the activities of the Executive Committee and Area Coordinators.
2. President-Elect will coordinate the activities of:
  - Membership
  - Recruitment of elected officers and area coordinators
  - Election process
3. Vice President will coordinate the conferences on behalf of NEOPA, working with all local associations in the planning and implementation.
4. Secretary will be responsible for:
  - Maintaining current position descriptions for elected officers and area coordinators
  - Assisting the immediate past president in the compilation of the Annual Report
  - Recording and distributing minutes for general meetings and board meetings
5. Treasurer will be responsible for:
  - Depositing funds/paying bills
  - Processing membership payments
  - Creating the annual budget
  - Arranging for annual internal audit and external audit every 5<sup>th</sup> year
6. The Immediate Past President will be responsible for:
  - Outreach/field service in conjunction with the Past Presidents Association
  - Updating and revising Bylaws
  - Compiling the Annual Report with the assistance of the NEOPA secretary

### **Area Coordinators**

7. Leadership Area Coordinator will coordinate the following activities:
  - Awarding the Professional Growth Awards
  - Administering the Member Conference Attendance Scholarship
  - Promoting the Professional Standards Program (PSP), assisting members in the PSP application process, and recognizing the NEOPA PSP recipients
8. Mentoring Area Coordinator will coordinate the following:
  - Develop and facilitate a NEOPA Mentor Program
  - Assist the President-Elect with membership processes
9. Networking Area Coordinator will coordinate the following activities:
  - Assisting the Immediate Past President with Outreach/Field Service
  - Awarding of the Student Scholarship
  - Social media/communications/website

10. Recognition – Area Coordinator will coordinate the following activities:
  - Awards – Educational Office Professional and Administrator
  - Louise Henderson Nelson Award
  - Publicity
  
11. Fellowship – Area Coordinator will coordinate the following activities:
  - Association activities at NAEOP annual conference
  - NEOPA fundraising