

Officers of the National Guard Association of Michigan

Duties and responsibilities

(Approved by Executive Board on 29 November 2007)

President: Succeeds to position from office of Vice-President in accordance with the NGAM By-Laws and shall serve a two year term.

Duties and Responsibilities

- 1) Preside at all membership meetings of the Association and Executive Board
- 2) Supervise and annually evaluate the Executive Director's performance of duty
- 3) Appoint such officers and committees as authorized by the NGAM By-Laws
- 4) Report to the members on the state of the Association during the annual business meeting
- 5) Ensure that the will of the members is carried out in accordance with the NGAM By-Laws
- 6) Lead the Association and exercise it in accordance with the By-Laws
- 7) Ensure the duties of the Secretary and Treasurer are completed in the absence of these Officers and/or vacancies in their positions.

Vice President: Elected by the NGAM members during annual business meeting in accordance with the NGAM By-Laws and shall serve a two year term followed by succession to the position of President.

Duties and Responsibilities

- 1) Perform the duties of the President if the President is absent or incapacitated
- 2) Assume the office of the President and serve the unexpired term in the event the President is terminated, resigns or is removed from office
- 3) Lead the efforts to retain and increase the membership of the Association while working directly with the Executive Director in this effort
- 4) Report to all assembled members on the status of the Association's membership during the annual business meeting/conference of the Association.

Secretary: Appointed by the Executive Board from current Executive Board representatives

Duties and Responsibilities

- 1) Keep minutes of all Executive Board, any special general membership and annual business meetings

- 2) Provide written copy of all meeting minutes to the Executive Director in a timely manner in order that the minutes may be posted to the NGAM Website no later than three weeks following the conclusion of the EB, special general membership and annual business meetings.

Treasurer: Appointed by the Executive Board from current Executive Board representatives

Duties and Responsibilities

- 1) Provide to the President a monthly financial status of the Association for review and approval during by the Executive Board during its meetings
- 2) Provide an annual financial report to the general membership during the annual business meeting of the Association.
- 3) Work with the Executive Director and NGAM Certified Public Accountant in order to be able to answer the questions presented by the President and EB members regarding the financial status of the Association
- 4) Work with the President, Executive Director and NGAM CPA to prepare an annual NGAM budget subject to review and approval by the Executive Board

Executive Director (ED): Recommended by the President and confirmed by the Executive Board following a normal employment search process. The position shall be salaried and under a contract as determined by the Executive Board. The ED's removal for cause will be determined by the Executive Board upon recommendation by the President.

Duties and Responsibilities: see separate ED position description.