POLICY #2: ROLE OF KPPA OFFICERS

Role of the President
Role of the Vice President
Role of the Treasurer
Role of the Secretary
ROLE OF THE PRESIDENT

The President shall have general supervision of the affairs of KPPA and shall generally perform such duties as required by such office.

FUNCTIONS

- Preside at all KPPA and Board of Director meetings.
- Serve as an elected and voting member of the Board.
- Submit such reports to the membership as prescribed by the KPPA By-laws and/or the Board.
- Appoint all committees and ad-hoc committees.
- Serve as an ex-officio member of all committees.
- Call additional meetings of the Board as required.
- Sign all membership and award certificates of the KPPA.
- Sign checks in accordance with the KPPA Bylaws.
- Announce statements of policy to the membership and public-at-large.
- Identify, recruit and mentor future leaders for KPPA.
- Perform general host responsibilities at all KPPA functions.
- Immediately after the election, as President and before taking office, assume the designation of President-Elect and select committee members and chairpersons.
- Perform such other duties as required by the Board.

ROLE OF THE VICE PRESIDENT

The Vice President shall exercise the functions of the President in the President’s absence.

FUNCTIONS

- Understand the duties and responsibilities of the President.
- Serve as President’s alternate, as directed by the President.
- Serve as an elected and voting member of the Board.
- Call additional meetings of the Board as required in the absence or incapacity of the President.
- Serve as an ex-officio member of all committees in the President’s absence.
- Identify, recruit and mentor future leaders for KPPA.
- Perform such other duties as required by the President or the Board.
ROLE OF THE TREASURER

The Treasurer shall implement the financial policies of the KPPA as established by the Board and submit a recommended budget to the Board for approval. The Treasurer shall have charge of the funds of KPPA and shall pay bills approved by the President.

FUNCTIONS

- Serve as an elected and voting member of the Board.
- Control cash receipts and disbursements.
- Prepare checks in accordance with the KPPA Bylaws within established limits.
- Manage cash investments as approved by the Board.
- Prepare a financial summary for the Board at each Board meeting.
- Provide an annual financial report on a timely basis.
- Prepare and file all tax and financial records as required by the law, NIGP, or KPPA policies.
- Perform monthly bank reconciliations.
- Retain all the financial records of the organization.
- Identify, recruit and mentor future leaders for KPPA.
- Perform such other duties as requested by the President or Board.

ROLE OF THE SECRETARY

The Secretary shall be responsible for recording the proceedings, including any issues and actions taken by the Board; the preparation of a draft copy for the President’s review and produce a complete and final copy of minutes for distribution to the Board.

FUNCTIONS

- Serve as an elected and voting member of the Board.
- Record and document minutes of all Board or KPPA meetings.
- Retain all the non-financial records of the organization.
- Identify, recruit and mentor future leaders for the KPPA.
- Coordinate and maintain adequate insurance as directed by the Board.
- Perform such other duties as requested by the President or Board.