Duties and Responsibilities for 2019 open board positions are:

The Board of Directors shall be comprised of the elected Officers, elected Directors, and the Communications Chair.

1. Qualifications: To be eligible for election, candidates must be active or retired members in good standing.
2. Duties: The duties shall be such as are implied by the respective titles except as otherwise stated in these bylaws and more specifically shall include the following:
   1. The Secretary shall:
   2. prepare the minutes of all meetings of MaAOHN and of the Board of Directors;
   3. notify all committees of their appointments;
   4. conduct the general correspondence;
   5. notify members and directors in writing of the time and place of meetings.
   6. be the custodian of all records and property, except that which is specifically assigned to others;
   7. conduct general correspondence;
   8. prepare any special notices to go forth with the call to the annual meeting;
   9. notify members of the election or change in officers within 30 days;
   10. The Treasurer shall:
       1. chair the Finance Committee (when one is appointed);
       2. deposit all monies belonging to this chapter in a bank approved by the Board of Directors;
       3. keep itemized records of receipts and disbursements and book of accounts
       4. pay all bills approved by the President;
       5. submit the books and records for an annual independent review by an external party appointed by the Board of Directors;
       6. provide a budget report at Board meetings;
       7. submit a written annual financial report to the annual meeting;
       8. obtain an accurate membership list as needed;
       9. submit a written report at each meeting of the Board of Directors and MaAOHN;
       10. be bonded when determined by the Board of Directors.
       11. ensure any applicable taxes are filed and paid.

## Director Duties:

The MaAOHN Directors are essential in the assurance of communications among and with members across the state. Where possible MaAOHN seeks candidates for the position of Director from each geographic region of the state, Directors are expected to actively participate in the organization by attending meetings, participating on committees, holding educational or social gatherings among members as a means to nurture supportive relationships and to enhance communication between members and the Board of Directors. The duties of the Board of Directors shall be to:

1. Establish mission and goals;
2. Transact the general business and affairs of MaAOHN;
3. Adopt an annual budget;
4. Designate the place of deposit for money;
5. When determined by vote of the Board, provide bond for any person handling funds;
6. Provide for an independent review by an external party of chapter books and records;
7. Recommend to membership any proposed changes in state dues structure;
8. Fill any vacancy, except that of President, until the next election;
9. Approve presidential appointments;
10. Process all complaints or requests;
11. Initiate proceedings for the removal of an officer for misconduct or neglect of duty in office using due process procedures as outlined in Robert's Rules of Order Newly Revised or the corporate code of an incorporated chapter;
12. Establish committees if and when deemed necessary;
13. Determine time and place for annual meeting;
14. Adopt any necessary standing rules, policies and procedures to implement these bylaws.

## 1. NOMINATING COMMITTEE

1. Duties:
2. The committee shall request that members recommend the names of candidates for each elective position.
3. The committee shall consider the qualifications of all candidates proposed by the membership or by members of the Nominating Committee and shall select nominees for each office and vacancy on the Nominating Committee.
4. The consent of all persons whose names appear on the ballot shall be secured.
5. A ballot shall be prepared with the placement of names chosen by lot.