

## ***President***

It shall be the duty of the President to assume full responsibility for all general activities of the Association, to conduct all necessary correspondence with the members in regards to meetings of the Association, and with the assistance of the Executive Committee, to arrange the programs. In case the office of the President becomes vacant, the order of succession shall be the usual one.

## ***President-Elect***

The President-Elect will succeed to the Presidency the year following the term as President-Elect, and in addition, it will be the responsibility of the President-Elect to plan and arrange the annual meeting which will terminate his/her term as President-Elect. To be elected to this office, the President-Elect must have served on the Executive Committee for at least one year as Secretary, Treasurer, or a Member-at-Large. With the exception of President-Elect, there is no automatic progression from any one position on the Executive Committee to another.

## ***Secretary***

The Secretary shall keep an accurate list of the members of the Association. The Secretary shall be responsible for keeping the minutes of the meetings of the Executive Committee and the minutes of all meetings of the Association and shall distribute the latter to the members, as well as, send reports and proceedings of the meeting to the chairman of the AACRAO Committee on Regional Association and will assist the Treasurer in conducting the annual membership registration. The Secretary shall also be responsible for monitoring the updates of the membership directory on the GACRAO website. The Secretary shall also be responsible for the printing of letterhead and envelopes.

## ***Treasurer***

The Treasurer shall collect the membership dues, registration fees, other miscellaneous revenues, pay the bills as authorized by the President, and shall make an annual report at the annual meeting of the Association. The Treasurer shall assist the Secretary in conducting the annual meeting's membership registration. The Treasurer will be responsible for having reception tickets or banquet tickets printed for the annual meeting of the Association.

## ***Member-at-Large I***

The Member-at-Large I will solicit vendors to exhibit at the annual meeting of the Association and for soliciting ads to be placed in the printed program of the annual meeting. This person will also be responsible for registering the vendors and for providing them with suitable exhibit space.

## ***Member-at-Large II***

The Member-at-Large II shall be responsible for hospitality, receptions and public relations for the Association. Specific responsibilities will include a reception on Monday during the annual meeting to which the following will usually be invited: the Executive Committee members, a representative and his or her spouse of each vendor which exhibits at the annual meeting, program committee members and other who might be specified by the President.

## ***Member-at-Large III***

The Member-at-Large III shall be responsible for arranging and conducting the New Professionals" Orientation Program and Handbook for the annual meeting and coordinating and conducting the annual Mid-year Workshop.

## ***Newsletter Editor***

The Newsletter Editor is responsible for: 1) sending state news to the website editor, SACRAO Newsletter editor and AACRAO national office, 2) preparing evaluation forms for each program session at the annual meeting and summarizing them for the executive committee, 3) meeting with session recorders at the annual meeting to explain their duties and responsibilities and 4) maintaining the GACRAO archives.

## ***Website Editor***

The Website Editor is responsible for maintaining and updating the GACRAO Website and electronic mailing list.