



OFFICERS AND EXECUTIVE BOARD RESPONSIBILITIES

PRESIDENT

- a. Preside at all meetings.
- b. Maintain communications with all appropriate professional organizations and distribute announcements of NHBEA's scheduled conventions, conferences, and workshops.
- c. Appoint standing committees with approval of the Executive Board, per Article II, Section 6.
- d. Appoint ad hoc committees as needed.
- e. Notify members of the Executive Board of all Executive Board meetings.
- f. Prepare and distribute an agenda for each meeting.
- g. Recognize New Hampshire business educators who have articles published, who receive other recognitions, etc.
- h. Promote membership in professional organizations.
- i. Represent the Association at other professional conventions.
- j. Present Association awards.

VICE PRESIDENT (NORTH AND SOUTH)

- a. Attend Executive Board, annual, and special meetings.
- b. Preside at all meetings in the absence of the President.
- c. Oversee committees appointed by the President.
- d. Chair the Achievement Award Committee.
- e. Chair the Donald H. Peterson Professional Development Award Committee.
- f. Collect and tabulate evaluations of the annual conference.
- g. Be responsible for the publication of the newsletter.
- h. Chair the Exhibitors/Vendors Committee.
- i. Perform duties at the request of the President.

SECRETARY

- a. Attend Executive Board, annual, and special meetings.
- b. Take minutes of all meetings.
- c. Prepare copies of minutes for all Executive Board members at the next scheduled meeting.
- d. Develop and distribute a directory of Executive Board members for the first Board meeting after the Annual Conference.
- e. Notify members fourteen (14) days prior to the annual meeting and all special meetings.
- f. Perform duties at the request of the President.

PUBLIC RELATIONS DIRECTOR

- a. Attend Executive Board, annual, and special meetings.
- b. Promote NHBEA membership recruitment through marketing communications.
- c. Proofread and edit all Association correspondence.
- d. Issue Press Releases as appropriate to market NHBEA and its activities.
- e. Perform duties at the request of the President.

TREASURER

- a. Attend Executive Board, annual, and special meetings.
- b. Present an up-to-date accounting of Association funds at every meeting.
- c. Maintain an accurate checkbook.
- d. Disburse money with President's or Executive Board's approval.
- e. Process membership and keep an accurate roster of members.
- f. Provide an up-to-date membership mailing list to Executive Board members after the Annual Conference.
- g. Arrange for an auditor to review the financial records every two years.
- h. Chair the Registration Committee.
- i. Perform duties at the request of the President.