



FACES 2020 Nomination & Election Officers and Board Members **Open Positions**

PRESIDENT

The President shall be the Chief Executive Officer. S/He shall preside at all meetings of the members of FACES and Board of Directors provided for in these Bylaws. S/He shall perform all executive and other duties ordinarily pertaining to the office of the President or delegated to him by the Board. If the President is temporarily unable or unwilling to act, the Vice President shall act in his/her stead. If the President or Vice President is not available to preside at a meeting, any member selected by a majority vote of those present may act as Presiding Officer pro tempore.

VICE PRESIDENT*

The Vice President shall act for the President in her/his absence or inability to serve, and shall discharge such other duties as the President or the Board of Directors may from time to time assign to her/him.

SECRETARY*

The Secretary shall attend all meetings of the members of FACES and Board of Directors provided for in these Bylaws, and shall record the proceedings of such meetings. S/He shall keep a register of the names and business addresses of all members. S/He shall give notice of all meetings requiring notice. S/He shall have custody of the seal and affix the seal to documents when required. S/He shall perform all other duties ordinarily pertaining to the office of the Secretary or delegated to him by the President or the Board of Directors. If the Secretary is temporarily unable or unwilling to act at any meeting of the members or of the board, the Assistant Secretary or a member of the Board shall be elected by a majority of those present.

ASSISTANT SECRETARY

The Assistant Secretary shall assist the Secretary in all meetings, proceedings and transactions of the association. S/he shall perform the duties of the Secretary during the latter's absence or incapacity. The Assistant Secretary shall also perform such other duties as assigned by the President or the Board of Directors.

TREASURER

The Treasurer shall have executive charge of the finances of FACES. S/He shall receive all funds paid to FACES, and shall deposit them in a bank or banks designated by the Board of Directors. S/He shall make all financial transactions authorized by the Board and shall adhere with established policies and guidelines prescribed by the Board. S/He shall make payments through checks signed in a manner designated by the Board for expenditures approved by the Officers or others having the authority granted by the Board to make such approvals. S/He shall keep books of account and shall report to the Board in a manner and frequency designated by the Board. The books of account shall be open for inspection at all times by the Board of Directors. By no later than January 31 of each year, s/he shall present to the Board a written FACES Income and Expense Summary statement and financial condition for the previous year. S/He shall perform all other duties ordinarily pertaining to the office of Treasurer or delegated to him by the Board or the President. If the Treasurer is unable or unwilling to act, the Assistant Treasurer or a member of the Board designated by the Board shall act in his/her stead.

BOARD MEMBER POSITIONS

The Board Member shall attend all Board of Directors and General Membership meetings, and will notify the Secretary, Assistant Secretary, or President if unable to attend a meeting. The Board Member shall chair one of the committees and perform all duties pertaining to a committee chair.

*This position is not open for the 2020 elections