

RESPONSIBILITIES OF OFFICERS/DIRECTORS – IOWA AFP

President

- Have at least four meetings with the officers/directors during the year.
- Preside over regular monthly meetings.
- Chairman of the Government Relations Committee.
- Work with Board on any recommended Bylaw changes.
- Work with Secretary to update website with President's letter.
- Attend AFP National Conference on behalf of Iowa AFP.
- Determine an individual(s) to audit Annual Treasurer's Report.
- Handle election process for the following year including:
 - Send nomination form for officers/directors to secretary to email
 - Verify nomination acceptance
 - Send ballot to secretary to email to membership to vote
 - Count ballots and announce new officers/directors
 - Ask for volunteers to service on the various committees for the following year.
- Review treasurer prepared bank reconciliation monthly.

Vice President

- Chair the Program Committee
- Decides program topics
- Schedules speakers
- Provides the speaker bios for the newsletter to the Secretary
- Introduces speaker at the meetings and presents the speaker gift
- Announces the next month speaker and topic at the monthly meeting
- Presides over the monthly meetings if the President cannot attend.
- Attend AFP Regional Officer's meeting in Washington DC on behalf of Iowa AFP.
- If the VP cannot attend, another officer or director will be asked to represent Iowa AFP.

Treasurer

- Maintain checking and investment accounts.
- Write checks.
- Make Deposits.
- Reconcile Accounts.
- Transfer excess funds to investment account.
- Transfer funds when needed from investment account to checking account.
- Update Signature cards/authorized signors for checking and investment accounts.
- Give financial situation update and monthly meetings.
- Prepare previous years actual/budget and outline coming year's budget.
- Prepare Annual Treasurer's Report for Audit.
- Responsible for picking up Iowa AFP's mail at the Post Office (PO Box 228).
- Send out membership dues notice in December for the following year.
- Collect and deposit membership dues.
- Send out 2nd notice for late dues.
- Update and send out the new membership roster each year.
- Maintain non-profit status and file appropriate state and federal reports as required:
 - File Iowa Biennial Report for Nonprofit corporation with Secretary of State of Iowa, due April 1st every other year (odd numbered)
 - Report to IRS on form 990N annually on June 1st.
- Chair the Membership Committee.
- Maintain archives of Iowa AFP records.
- Maintain membership records.
- Responsible for having the name badges at the monthly meetings.
- Actively recruit new members to the organization.

Secretary

- Write and distribute the monthly newsletter.

- Send out notifications of meetings.
- Give the meal count to the meeting facility.
- Update Website—to include New President's letter, new officers, meeting topics, dates/times, locations (as soon as possible when information is available).
- Provides a brief write-up of the presentations for the newsletter
- Chair the Publicity Committee
- Make facility arrangements—equipment for speakers
- Determine meals
- Announce location of next meeting at each monthly meeting.

Directors

- Attend the four officer/director meetings during the year.
- Offer/suggest new ideas, alternatives or solutions.
- Vote on any changes to the Bylaws.