Board Position Descriptions

Section 2. President
- a. Develops a familiarity with designated parliamentary authority procedures in order to execute the duties of the position
- b. Presides over all Executive Board and general meetings by controlling the floor, expediting business as much as possible, properly introducing debate and mitigating conflict when necessary (Note: one exception to this responsibility is during an election where the President may be running for office. In this instance only, the President may allow another member of the Executive Board to preside over that portion of the meeting.)
- c. Demonstrates impartiality when conducting meetings

Section 3. Vice President
- a. Develops a familiarity with designated parliamentary authority procedures in order to execute the duties of the President position should this be needed
- b. Presides over Executive Board and general meetings when the President is not available

Section 4. Secretary
- a. Presides over Executive Board and general meetings when the President and Vice President are not available
- b. Develops a familiarity with designated parliamentary authority procedures in order to effectively conduct meetings when necessary
- c. Keep accurate records for all Executive Board and general meetings
- d. If the Secretary is unable to attend Executive Board or general meetings, it is their responsibility to identify an alternate to ensure business is recorded

Section 5. Treasurer
- a. Receives and deposits all monies of DEPFO
- b. Keeps accurate record of receipts and expenditures
- c. Pays out local funds in accordance with the approved budget only as authorized by DEPFO
- d. Presents a statement of account at every Executive Board and general meeting
- e. If the Treasurer is unable to attend executive board or general meetings, it is their responsibility to provide reports and other pertinent information to members that will be in attendance to provide the statement of account
- f. Completes and files all applicable tax forms for DEPFO