

President-Duties

1. Serve as presiding officer at Executive Council and business meetings and as official representative of the organization.
 2. Appoint special Committees with the approval of the Executive Council.
 3. Have sole authority for entering into contracts on behalf of the organization, with the approval of the Executive Council.
 4. Provide an annual report to the membership on the state of the organization and the actions of the Executive Council.
 5. Assign duties to committees.
 6. Appoint committee chairs with the approval of the Executive Council and give each chair written charges of their duties prior to the May Executive Council meeting. In each year that a new president has been elected, these duties will fall to the President elect in consultation with the outgoing president.
 7. Represent SUNYFAP at various outside meetings. Travel by the president or their designee to represent SUNYFAP must be approved by a majority of the Executive Council unless it is a SUNY or HESC related event.
 8. Sign for the Treasurer's expenses.
 9. Receive organization's investment statements and review before forwarding to the Treasurer.
 10. Select the members of the Audit Committee.
See that the annual audit is conducted.
- Approved: March 3, 1998
Revised: September 27, 2002
December 16, 2002
February 15, 2005
February 10, 2006

Vice President-Duties

1. Perform the duties of the President in his/her absence, resignation or inability to complete an elected term.
2. Be responsible for the oversight of all Special Committees and the standing Membership Committee.
3. Serve as a member of the conference committee acting as liaison to Executive council and advisor to the conference chair .
4. .Will be responsible for arranging and convening the SUNY Sector meeting at the annual NYSFAAA conference.
5. Will maintain the Executive Council list-serve.
6. Act as or appoint a Parliamentarian for the Executive Council to resolve questions of order.

Approved: February 13, 1998

Revised: September 24, 2001
February 10, 2006

Secretary–Duties

1. Keep and distribute the minutes of business meetings to all members and Executive Council minutes to all officers and members-at-large.
2. Maintain a list of all actions and motions approved by the Executive Council and membership of the organization.
3. Conduct all official correspondence pertaining to the organization as directed by the President.
4. Insure that all members are notified in writing of all meetings as required by the Constitution, By-Laws or organizational policy.
5. Keep and distribute the minutes of all Executive Council meetings to the Council within two weeks after the meeting. Handouts will be included only to those members not in attendance at the meeting.
6. Maintain custody of all organizational records other than those maintained by the Treasurer for at least two years. After that time they can be archived to SUNY Administration offices.
7. Serve as a member of the Governance Committee.
8. Keep a list of SUNYFAP nonfiscal assets which includes their locations.

Approved: March 3, 1998

Revised: September 27, 2002
February 10, 2006

Treasurer - Duties

1. After conference check to see that all Executive Council members and committee chairs are paid SUNYFAP members.
2. Be responsible for the collection of fees and dues and shall verify the up-to-date roster of members as maintained by the Membership Committee.
3. Have charge of all funds and shall deposit such funds in a bank or other repository as designated by the Executive Council. Such money shall be disbursed only by the Treasurer and/or the President for such bills as have been approved by the Executive Council.
4. Keep an accurate account of all transactions.
5. Render a detailed report with documentation at any meeting of the Executive Council.
6. Submit a year to date budget report at the business meeting.
7. Request budgets from all committee chairs in December to be due by January 15th.
8. Chair the Budget Committee and convene in February.
9. Present proposed budget to Executive Committee March.
10. With the assistance of the Budget Committee, prepare and present an annual budget at the business meeting.
11. Be responsible for compliance with tax exempt status bookkeeping and filing.
12. Serve as an ex-officio member of the audit committee. Arrange for an annual audit in October. Report audit results to the Executive Council by the next meeting.

13. Bring line item expenditures that exceed the approved budget by \$100 to the Executive Council for recommendations on fiscal appropriateness.
14. Prepare the year end budget report for the first newsletter after the conference.

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15. Bill non-paid attendees of SUNYFAP sponsored events.
16. Have bank statements reviewed and signed monthly by another officer.
17. Develop a professional relationship, on behalf of SUNYFAP, with an accountant specializing in non-profit organizations for the purpose of general consulting issues.
18. Maintain the most current 7 calendar years of financial records.
19. If the treasury reaches \$25,000 in income for the last fiscal year, our organization must file income tax statements for that fiscal year. Deadline to file is 5 ½ months after close of fiscal year.
20. Responsible for filing licensing agreements and paying fees, as required, with ASCAP/BMI.

Approved: March 3, 1998

Revised: March 28, 2003

Past President – Duties

1. Serve as consultant to the Executive Council with full voting privileges.
2. Chair the Governance Committee and be responsible for all updates of the policy and procedures manual. Provide updated copies to the Webmaster to be posted to the SUNYFAP website.
3. Chair the Nominations and Elections Committee.
4. Update the Master Calendar as needed and provide updated copies to the Webmaster to be posted on the SUNYFAP website.
5. Arrange for a fall and a spring directors meeting.
6. Set up new board training for February.

Approved: February 13, 1998

Revised: March 28, 2003

Members-At-Large Duties

1. Attend meetings, or have an active member from the appropriate sector attend in their absence. Notify the President of the substitution.
2. Represent the constituency that falls in their sector.
3. Produce the newsletter in the event that a newsletter editor from outside the Council cannot be found.
4. Contact their sector between meetings to monitor reactions to Council initiatives.
5. Contact potential new members.
6. Rotate the responsibility to set up Executive Council meetings. These meetings, to the extent possible, should be rotated around the state and an invitation provided to the membership to attend.
7. The Community College Representatives are charged with establishing several (3-4) sector meetings for community colleges across New York State. The representatives will solicit volunteers to host said sector meetings as well as volunteers to act as site coordinators to those meetings. SUNYFAP will provide monetary funding for morning refreshments as well as any site fees. Funds for these meetings will be taken from the Executive Council budget line item.
8. Responsible for facilitating the sector meeting at the annual conference or any other appropriate venue.

Approved: February 13, 1998

Revised: September 24, 2001

Committee Chairs – Duties

1. Make certain that all members of your committee are paid members of SUNYFAP.
2. Secure members of the committee with the assistance of the President.
3. Submit a written report at the beginning of each Executive Council meeting.
4. Prepare a year end written report by March 1st to be included in the annual business meeting report. Submit to the President.
5. Prepare a written budget request for next year's committee and submit to the Treasurer by January 15th.
6. It will be assumed that Chairs will have time on the Executive Council meeting agenda unless they notify the President one week prior to the meeting.
7. Take on long term projects even though membership of the committee may change.
8. Create a procedural manual if one doesn't exist or maintain/revise the existing one. This manual is to be passed on to the next Chair.
9. Familiarize yourself with the SUNYFAP master calendar and make sure deadlines are revised when necessary.
10. Committee chairs, or their designee, need to attend all Executive Council meetings unless excused by the President.
11. Prepare a written report and updated procedures for the Executive Council after each event.
12. Provide updates, as appropriate to the Webmaster to be posted to the SUNYFAP website.

Approved: April 22, 1998

Revised: March 28, 2003
03/10/2005