



NOTIS POLICY DOCUMENT No. 2

DUTIES OF OFFICERS

These duties are keyed to the NOTIS Bylaws, Article 4. The list is not exhaustive and may be added to from time to time as determined by the Board of Directors.

I. President

- Preside over the activities of the board of directors, all officers, all standing and special committees.
- Prepare the agenda for and preside over meetings of the membership and the board of directors; arrange date and venue of board meetings and announce them.
- Monitor use, handling, and accounting of all of the Society's financial resources, and be an eligible signatory on any of the Society's financial instruments.
- Appoint members to committees as needed.
- Attend all membership and board meetings, as able, and when requested, attend committee members. Appoint members of the Nominating Committee and assist them in their business.
- Act as the Society's spokesperson in appropriate situations and forums. Act as the Society's liaison to the American Translators Association (ATA).
- Remain as ex-officio member of the board of directors after completing a term of office, for two years if possible.

II. Vice President

- In the absence of president, will assume the duties and privileges of the president. Will offer support and counsel to the president in exercise of his or her duties.

III. Secretary

- Record minutes for all meetings of the Board of Directors, including documenting that the Board reviewed financial information, and distribute minutes at the subsequent Board meeting. Draft annual meeting minutes for inclusion in subsequent year's annual report.
- Maintain the Society's official papers, records, and other essential documents.
- Keep an electronic file of form letters regularly used by the Society in transacting its business with the membership.
- Serve as a member of any committee responsible for publications of the Society.

IV. Treasurer

- Maintain and keep accurate records of all financial transactions of the society.
- Officially represent the Society in any dealings with financial institutions, and/or other organizations involving funds.
- Collect and disburse funds for the Society.

- Oversee and manage the Society's financial accounts.
- Provide monthly financial statements and report status of accounts to the Board of Directors.
- Develop and present an annual budget to the Board of Directors.
- Present budget to the membership at the appropriate time.

Updated by the Board of Directors of the Northwest Translators and Interpreters Society
Date: February 17, 2016

Signed:

Kathyn Deemar

President, NOTIS

2-21-16

Date

Julie Will

Vice President, NOTIS

3/23/16

Date