

Primary duties of the Board of Directors will include accountability to the general membership for the ethical administration and solvent financial condition of the organization in line with its objectives as specified in Article II of these Bylaws.

Duties of Officers

- A. President – The President shall preside at all meetings of the organization and shall serve as Chairperson of the Board of Directors. He/she shall appoint non-elective committee chairpersons and the members of the Nominations and Awards and Audit Committees, and shall be an ex-officio member of all committees. The President may designate the President Elect to serve as his/her surrogate as an ex-officio member of the committees.

In the absence of the Treasurer, the President will be authorized to sign checks. He/she shall exercise general supervision over the organization and its affairs and at the end of his/her term in office shall deliver to the President Elect, all books, papers, records and other property of the organization for which he/she is responsible.

- B. President Elect – The President Elect shall assume the duties of the president during the President's absence. In addition, the President Elect shall assist the President as requested or assigned in carrying out the duties of the presidency. The President Elect shall serve as chairperson of the Program Committee.
- C. Treasurer – The treasurer shall collect and disburse all funds of the organization. He/she shall keep and preserve the prescribed books and accounts, which are to be available for inspection by the board of directors and any member in good standing. He/she shall report at each regular meeting the receipts, expenditures and balance of all monies belonging to the organization in the prescribed format. The Treasurer shall serve as chairperson of the Budget Committee. The Immediate Past Treasurer shall serve as chairperson of the Audit Committee.

The books shall be closed as of June 30 each year for audit. The Treasurer shall present a preliminary annual report along with a statement of receipts and disbursements at the June Chapter meeting and shall present the final audit report to the Audit Committee within ten days of closing the books. The report to ARMA International Headquarters, due by mid-August, shall be completed and signed by the Treasurer whose term ended in June.

The Treasurer shall serve as the corporation's statutory agent and shall file the appropriate form, which designates him/her as the statutory agent, with the Ohio Secretary of State, no later than August of each year.

- D. Recording Secretary – The Recording Secretary shall keep a record of all meetings of the Board of Directors and the organization at large. The Recording Secretary shall be responsible for the custody of these Bylaws, and shall serve as chairperson of the Annual Report Committee.
- E. Corresponding Secretary – The Corresponding Secretary shall give notice of all Chapter meetings, shall prepare, mail and receive ballots for the election of officers, and shall execute other official correspondence as appropriate. Further the Corresponding Secretary shall serve as chairperson of the Local Arrangements Committee; shall be responsible for receiving reservations, registering attendance and providing nametags for all Chapter functions; and shall deliver a list of all attendees to the Recordings secretary for the minutes as soon as possible after the function.
- F. Directors – Three directors shall be elected each year for a two-year term. Directors shall serve as chairpersons of the committees designated in Article VI of the Bylaws and undertake other tasks as assigned by the President.
- G. Immediate Past President – The Immediate Past President shall serve as Chairperson of the Nominations and Awards Committee. The Immediate Past President will serve as an advisor to the President and the Board of Directors regarding the Chapter's relations with ARMA Headquarters and precedents for Board policies and procedures.