

# **Duties of Officers**

## **President**

The President is directly responsible for supervision and guidance of the affairs of the Association and shall preside over all meetings of the Association. The President enforces the Constitution and By-Laws of the Association and performs other duties that would be recognized as being part of the office. The President signs all membership cards and is a member of all committees.

## **Vice President**

The Vice President presides over all meetings in the absence of the President and if the President cannot complete the term will succeed the President. The primary duty of the Vice President is to chair all active sub-committees.

## **Secretary**

The Secretary keeps a complete record of all proceedings of the Association and is the recording officer and custodian of records, except when specifically assigned to other individuals. The primary duties of office include the recording of all regular and special association meetings and all meetings of the Executive Board. The Secretary is also responsible for the Association's correspondence and keeps it available at all meetings. This includes all minutes, a certified copy of the Articles of Incorporation and the Constitution and Bylaws, membership roster, a complete list of any standing or special committees, current correspondence, and other records as necessary.

## **Treasurer**

The Treasurer shall be the custodian of all monies of the Association and shall co-chair the Operations Committee. The Treasurer shall be responsible to see that the dues of all members are paid in full, yearly, and shall report the same to the Executive Committee. All revenues and expenditures from the Association funds shall be reviewed and signed by the Treasurer. The Treasurer's books and records shall be audited each year by the Executive Committee or their designee. A report of all expenditures shall be made available to all members of the Association at the Annual Meeting. The Treasurer shall keep an up-to-date roster of all members. The Treasurer shall make every attempt to advise the Association of all applicable laws that directly affect the Association, in order to maintain compliance with all such laws and procedures and establish the Association in its rightful and lawful position as so stated in Article 1, Section 1a. The Treasurer shall be bonded at the expense of the Association in such amount as shall be determined by the Executive Committee, if applicable.

### **Association Treasurer**

The Associate Treasurer provides support to the Treasurer in being the custodian of all the monies of the Association. This position will assist the Treasurer in balancing and managing the checking and savings account for the Association. The Associate Treasurer will act as an auditor and ensure accuracy in the monthly and yearly treasurers reports and filing the Associations taxes. Additionally, the duty of registering training attendees, sending out confirmation of registration and creating the roster of attendees shall be shared between the Treasurer and Associate Treasurer. The position also provides support for special projects such as seasonal trainings and other gatherings, and other duties and projects as assigned.

### **Communications & Marketing Officer**

The Communications and Marketing Officer provides support to the Executive Board, including assistance with media research, support for special events, updating the website and social media, and writing articles for our newsletter. This position shall monitor news for code enforcement, housing inspections and industry-related topics. Through this research, suggest articles and topics for inclusion in newsletters and social media accounts, help in the maintenance of electronic newsletter periodically attend staff speaking engagements and write articles about the events for electronic newsletters and social media, work with the Executive Board and President to update the external website and social media sites, provide support for special projects such as seasonal trainings and other gatherings, and other duties and projects as assigned.

### **Immediate Past-President**

The Immediate Past-President shall be an ex-officio member of all other standing committees.

### **Member(s) at Large**

The Member(s) at Large shall whenever possible attend all executive committee meetings in person or via phone/video conferencing, shall assist in the promotion of MAHCO and its purpose, shall assist in the outreach of new members and existing members, shall assist in the planning and organizing of events and trainings, shall review and improve upon membership engagement programs, shall assist in by-law reviews and revisions, and shall assist in necessary duties that are not assigned to other members of the Executive Committee.

## **Committees**

There are Standing Committees of the Association through which the program, professional and member service needs and participation of the membership can be provided.

### **Education Committee**

1. Shall meet as necessary and shall be responsible for the development and presentation of conference programs to the Association for the following year, for approval by the Executive Committee.
2. Shall be responsible for the development of an education scholarship program in housing code enforcement.
3. Shall be responsible for the identification of necessary code enforcement competencies.
4. Shall be responsible for the identification and development of academic study and/or the identification of work-related experience that prepares a candidate to become sufficiently knowledgeable in the necessary code enforcement competencies.
5. Shall be responsible for the development of criteria that will accurately measure and establish the minimum level of competency acceptable for certification by the Association.
6. Shall recommend to the Executive Committee that candidates who have successfully completed all established requirements be awarded the Association's Certificate of Housing Code Enforcement.

### **Membership Committee**

1. Shall meet as necessary and shall be responsible for the active recruitment of new members including but not limited to individuals belonging the following constituent groups:
  1. Public professionals
  2. Private professionals
  3. Students
2. Shall meet as necessary and be responsible for the retention of existing members on an annual basis.
3. Shall disseminate the necessary renewal documents to the membership on an annual basis.