

## **President**

The President is the primary leader of the MAHA. His/her responsibilities will include, at a minimum, the following items:

- Preside over MAHA Board of Director's meetings
- Provide the agendas for the monthly meetings
- Provide the primary "public face" of the Board to the Association through regular communications and interactions with Association members
- Provide direction to Board Members, as appropriate.
- Set the priorities and primary goals for the Board of Directors on an annual basis.
- Ensure that the day-to-day operations of the Association are carried out in an effective manner.
- Be present at appropriate Association events
- Communicate with the District representative

## **Vice President**

The Vice President supports the president in his/her role as the primary leader of the MAHA. His/her responsibilities will include, at a minimum, the following items:

- Fulfill the responsibilities of the President in the event that the President is unavailable
- Manage/Maintain the MAHA policy manual
- Be present at appropriate association events
- Perform other duties as requested by MAHA President, and the MAHA Board of Directors

## **Secretary**

The Secretary is responsible for the record keeping for the MAHA. His/her responsibilities will include, at a minimum, the following items:

- Take notes at all Board Meeting and provide minutes to the Board.
- Perform primary leadership duties of the Association in the absence of the President or Vice President
- Perform other duties as requested by the District, the President MAHA and the MAHA Board of Directors

## **Treasurer**

The Treasurer is responsible for the financial viability of the MAHA. His/her responsibilities will include, at a minimum, the following items:

- Maintain the MAHA bank accounts
- Manage the distribution of MAHA funds
- Manage the collection of fees/funds as part of registration

- Manage the collection of funds in conjunction with the Marketing/Fundraising Committee
- Ensure that the appropriate tax filings occur, and that the nonprofit status remains in place
- Establish an annual budget for each fiscal year, and monitor revenue and expenditures against that budget
- Provide monthly updates to the MAHA Board
- Perform other duties as requested by MAHA President, and the MAHA Board of Directors