

14. Officers

There shall be a chairperson (alternately titled, president), one or more vice-chairpersons (alternately titled, vice president), a secretary, a treasurer, or in lieu of a secretary and a treasurer, a secretary-treasurer, and such other officers as the board may determine from time to time. No person may hold more than one office (except for the offices of secretary and treasurer). All the officers shall be elected by the board from among their number at the first meeting of the board after each election of directors, provided that, in default of such election, the then-incumbents, being members of the board, shall hold office until their successors are elected.

15. Duties of Chairperson and Vice-Chairperson

The chairperson shall:

- (a) when present, preside at all meetings of the members of the Association and the board.
- (b) subject to the authority of the board, shall have general supervision of the affairs and business of the Association.
- (c) be, *ex officio*, a member of all committees.
- (d) shall perform such other duties as may from time to time be determined by the board. During the absence or inability of the chairperson, the chairperson's duties and powers may be exercised by the vice-chairpersons in order of seniority, as determined by the board, or such other director as the board may, from time to time, appoint for the purpose, and if a vice-chairperson or such other director shall exercise any such duty or power, the absence or inability of the chairperson shall be presumed with reference to it.

16. Duties of Secretary

The secretary shall be, *ex officio*, clerk of the board who shall:

- (a) attend all meetings of the board and record all facts and minutes of all proceedings in the books kept for the purposes,
- (b) give all notices required to be given to members and to directors,
- (c) be the custodian of all books, papers, records, contracts and other documents belonging to the Association which shall be delivered up only when authorized by a resolution of the board and to such person or persons as may be named in the resolution, and
- (d) perform such other duties as may from time to time be determined by the board.

17. Duties of Treasurer

The treasurer shall:

- (a) keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Association in such bank or banks as may from time to time be designated by the board,
- (b) disburse the funds of the Association under the direction of the Board, taking proper vouchers for the funds, and shall render to the Board, at its regular meetings or whenever required an account of all transactions as treasurer and of the financial position of the Association, and
- (c) perform such other duties as may, from time to time, be determined by the board.

18. Duties of Other Officers

The duties of all other officers of the Association shall be such as the terms of their engagement call for or the board requires of them.