

**President** who shall:

- Preside at all meetings of the members and the board
- Subject to the authority of the board, shall have general supervision of the affairs and business of KWAC
- Be, ex officio, a member of all board committees
- Perform other such duties as may be determined by the board.

**Vice President** who shall:

- During the absence or inability of the President, carry out the above stated duties with the same authority as the president.

**Treasurer** who shall:

- Keep full and accurate accounts of all receipts and disbursements of KWAC
- Deposit all monies and other receipts in the name of KWAC to the designated KWAC bank accounts
- Disburse the funds of KWAC under the direction of the Board and receive receipts for disbursed funds
- Prepare and deliver records relating to the financial status and history to the Board
- Perform other duties as directed by the Board.

**Secretary** who shall:

- Be the clerk of the Board
- Attend all meetings of the Board and record all facts and minutes of the proceedings in the designated book provided for that purpose
- Give all notices required to be given to general membership and all members of the Board
- Be the custodian of all books, papers, records, contracts, and other documents belonging to KWAC which shall be delivered up only when authorized by the Board and to such person as named by the Board
- Perform other duties as directed by the Board.\l

**If you are interested in running for any one of these positions, please email Mona Wolf or Diane Cassidy with your biography at: [mnmwolf@live.com](mailto:mnmwolf@live.com) or [dianecassidy@hotmail.com](mailto:dianecassidy@hotmail.com).**