

Afro-American Historical and Genealogical Society, Inc.

Duties of Elected Officers

One Year Terms 2009-10

President: Presides at all meetings of the Board of Directors and at the State of the Society general membership meeting; calls special meetings of the Board of Directors of the Executive Committee of the Board; appoints chairs to all standing and special committees subject to the approval of the Executive Committee; appoints members to fill vacancies on the Board of Directors other than the office of President; signs all contracts and documents authorized by the Board of Directors; signs checks for authorized disbursements with the Treasurer or Financial Secretary as the second signature; serves as ex-officio member of all committees except the Election Committee; enforces observance of the by-laws; presents an annual, written report of the activities and accomplishments of his/her administration at the annual membership meeting; performs other duties as assigned by the Board of Directors.

Vice President of Genealogy: Attends meetings of the Board of Directors and Executive Committee; assumes duties of the President in the absence of the President in an order designated by the Board of Directors; serves as Co-Chair of the Conference Program Planning Committee to ensure the historical and genealogical educational training for the membership; recommends individuals to serve on the Conference Program Planning Committee for approval by the Board of Directors; serves as member of the Finance Committee; is responsible for special projects related to the collection, preservation and dissemination of knowledge and information about genealogical data; provides written, annual reports to the Board of Directors regarding the annual conference; presents annual report to the membership at the annual membership meeting; performs other duties as assigned by the President or Board of Directors.

Corresponding Secretary: Answers all correspondence received from the membership and public inquiries received by the Society that are not specifically assigned to another officer or committee; assists the Membership Coordinator as necessary; informs members of the Board of Directors and Executive Committee of the meeting times and location; maintains a log of all checks and the disposition of each; picks up all mail from the Society's post office box and maintains a monthly record of the Society's correspondence received and to whom the correspondence was directed for response or follow up; forwards all checks to the Financial Secretary after listing in the monthly record of correspondence received; performs other duties as assigned by the President or Board of Directors.

Treasurer: Serves as custodian of the funds of the Society and is bonded for a sum sufficient to protect the Society; receives all monies and deposits same in the name of the AAHGS in a federally insured financial institution designated by the Board of Directors; serves as a signatory and co-signer with the President for authorized disbursements; pays all expenses for the AAHGS upon authorization of the Board of Directors and upon receipt of required documentation necessary for disbursement; maintains a proper set of books and presents them annually for audit at the close of each fiscal year; presents a financial report at each meeting of the Board of Directors; serves as a member of the Finance Committee; prepares reports requested by the President and prepares an annual report for the general membership meeting; performs other duties as assigned by the President or Board of Directors.

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Two Year Terms 2010-11

Vice President for History: Shall (1) attend meetings of the Board of Directors; (2) serve in the absence of the President in an order so designated by the Board of Directors; (3) serve as Co-Chair of the Conference Program Planning Committee to ensure the historical educational training for the membership; (4) recommend individuals to serve on the Conference Program Planning Committee for approval by the Board of Directors; (5) serve as member of the Finance Committee; (6) be responsible for special projects related to the collection, preservation and dissemination of knowledge and information about and related to historical data; (7) provide written annual reports to the Board of Directors regarding the annual conference; present a final annual report to the membership at the annual membership meeting; and (8) perform other duties as assigned by the President or Board of Directors.

Recording Secretary: Shall (1) keep minutes of all business and special meetings as designated by the President; (2) prepare reports and summaries as directed by the Board of Directors; (3) prepare minutes and annually present those of the previous year to the Board for inclusion in the Society archives; (4) perform other duties as assigned by the President or Board of Directors.

Financial Secretary: Shall (1) maintain a record all financial transactions, membership dues, other miscellaneous income and financial correspondence, and the disposition of each; (2) manage all receipts and disbursements in coordination with the Treasurer; (3) bill all institutions for membership fees; (4) ensure that an annual audit is conducted and that all appropriate reports for the District of Columbia and the U. S. Internal Revenue Service requirements are submitted as required; (5) review investments with investment advisor and review monthly and quarterly reports from investment institutions; (6) provide financial reports to the Board of Directors; (7) ensure that the organization is in compliance with state laws regulating charitable solicitations (e.g., District of Columbia and the State of New York); (8) perform other duties as assigned by the President or Board of Directors.