

## **Houston Peace Corps Association: Board Positions**

### **President**

The President is principal officer of HPCA and serves as chairman of the Board of Directors. He/She presides at meetings of the Board and serves as an ex-officio member of all committees. The President, with the approval of the Board of Directors, shall create and appoint chairpersons of committees. The President is responsible for the execution of the policies and programs of the Board, and for the administration of the affairs of HPCA, including ensuring 501(c)(3) compliance.

### **Vice President**

The Vice President shall perform such duties as may be assigned from time to time by the Board of Directors, or the President. In the event that illness or other disability prohibits the President from performance, the Vice President shall have the power to perform the duties that are ordinarily the responsibility of the President.

### **Secretary**

The Secretary shall keep accurate and complete minutes of meetings of the Board of Directors shall give notices of all meetings as required; shall have the usual powers and duties of a Secretary and shall perform such other duties as may be assigned from time to time by the Board of Directors, or the president.

### **Treasurer**

The Treasurer shall have general charge and supervision of the books and records of accounts of HPCA and, subject to the direction of the Board of Directors, shall have charge of and be responsible for all cash and securities of HPCA. The Treasurer shall have the usual powers and duties of Treasurer, including the power to give receipts for cash, securities, or other property delivered to HPCA and the power to disburse funds as authorized by the Board of Directors; and shall perform such additional duties as may be assigned by the Board of Directors, or the President. The Treasurer will be responsible for depositing all money in the name of the society in an insured depository designated by the Board. The outgoing Treasurer shall be responsible for seeing that the appropriate incoming officers are listed on the bank signature card(s) and are authorized to sign checks on all HPCA accounts.

## **Membership**

Membership is responsible for keeping the membership database up to date. This person will be responsible for increasing membership by notifying members when their dues are expiring or have expired. This position may also help with sending emails via Google Lists.

## **Social Coordinator**

This position will help organize social and volunteer events for the association. This position will update the association's Facebook page and coordinate with membership to send out email announcements. Send upcoming event information to the webmaster so that the website is kept up to date.

## **Webmaster\*-Board or Committee position (non-voting)**

Is responsible for updating the website. The person must have some knowledge of website design or web editing software. Must have access to web editing software that allows for uploads (ftp). Being able to convert documents to pdf format is also helpful.

**The above positions are voting members of the Board of Directors per the HPCA Bylaws. The Board can have up to 9 members. (see: <https://peacecorphouston.org/PDF/2022-Bylaws.pdf>)** The general membership votes for the Board (not the positions) and within the Board, the actual positions are decided. \*The webmaster can be a committee position (non-voting) when all 9 voting positions are filled.