

Section. F. Duties of Officers. The duties of each officer shall be those listed below the office to which he or she is elected or appointed.

- (1) President:** The president shall be the chief executive officer of the CPPAA with the power to supervise and direct the association's affairs. The president shall preside at all meetings of the members and all CPPAA Board of Director meetings, serve as a primary liaison to the university administration, the student government, the Student Alumni Association, and meet directly with the university president and others on behalf of the CPPAA. The president shall also have the power to appoint and other powers provided in the bylaws and the California General Nonprofit Corporation Law.
- (2) Internal Vice President (President Elect):** The internal vice president (president elect) shall assume the duties of the president during his/her absence, including without limitation the duty to preside over meetings of the CPPAA Board of Directors and to represent the CPPAA. In addition, this office shall have the following primary duties: oversee the strategic planning process for the CPPAA, appoint and manage, chairs of all strategic plan committees, will be expected to fill the position of the president upon completion of his/her term, preside over the CPPAA upon the resignation of the current president. The internal vice president (president elect) will serve on the nominations committee which will be chaired by the immediate past president.
- (3) External Vice President:** The external vice president shall assume the duties of the president, if the internal vice president is also absent. In addition, this officer shall be responsible for the cultivation, communication and coordination of CPPAA chapters, clubs and other external operations. The external vice president will approve all chapter bylaw updates, and in situations pertaining to chapter election disputes, the external vice president will be asked to count ballots, and /or make recommendations.
- (4) Vice President Finance/Treasurer:** The vice president of finance/treasurer shall be responsible for monitoring the financial records of the CPPAA and for coordinating, reviewing and assisting in the preparation and distribution of financial reports as may be prepared in support of the CPPAA, including but not limited to the Annual 990 form and Article 15 requirements.
- (5) General Secretary:** The general secretary shall review the minutes of all membership and board meetings, all of the books and records, except for the financial books and records, and provide notice and publication of all board and general membership meetings. Will manage the commitment and expectations document. Shall ensure the CPPAA bylaws, minutes, and agendas are in compliance with the California General Nonprofit Corporation Law.
- (6) Immediate Past President:** The immediate past president will chair the nominations committee and shall be primarily responsible for nominations; of new board members and executive committee selection. If the immediate past president is not able to serve on the CPPAA Board of Directors, this position will be held by a vice president at large, who will assume the role and responsibilities described herein. He/she will meet with potential board members and will work closely with the president and internal vice president (president elect) to assure that all recruitment is conducted equitably