## ****Pittsburgh Affiliate NNSDO Chapter Officers/Responsibilities****

## ****The organization shall have an Executive Board comprised of (6) six elected officers.  Elected officers shall consist of a President, President-Elect, Secretary, Treasurer and two Members-at-Large.**** ****The Term of each office shall be two years.  Elections are to be held every year for 3 officers.****

## ****Odd years:  President -Elect, Treasurer and one Member at Large.****

## ****Even years:  President-Elect, Secretary and one Member at Large.****

## ****Each year : two members of the Nominating Committee****

**The President in collaboration with the Executive Board shall:**

* **Preside at all business and Executive Board meetings of the organization**
* **Represent the organization**
* **Serve as a liaison to assigned committees as determined by the executive board**

**The President-elect – in collaboration with the Executive Board shall:**

* **Fulfill duties in the absence of the President**
* **Fulfill duties delegated by the President and Executive Board**
* **Serve as a liaison to assigned committees as determined by the executive board**

**The Secretary, in collaboration with the Executive Board shall:**

* **Record and distribute minutes**
* **Maintain membership and contact information**
* **Serve as historian for the organization**
* **Fulfill duties delegated by the President and Executive Board**
* **Serve as a liaison to assigned committees as determined by the executive board**

**The Treasurer, in collaboration with the Executive Board shall**

* **Manage the finances of the organization**
* **Serve as a liaison to assigned committees as determined by the executive board**

**The Members-at-Large shall:**

* **Carry out responsibilities as delegated by the President and Executive Board**
* **Serve as a liaison to assigned committees as determined by the executive board**

**The Nominating Committee shall:**

* **Solicit and select 2 nominees for each elective office, affirm eligibility and willingness, submit to Board for submission to ballot**

**No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.  Members are eligible to run for office in a position by which they have not yet served only after they have been off the Executive Board for one full year.**