

DUTIES OF

VSPA Board Members and Officers

Duties (from VSPA By-Laws) of elected VSPA board members and prospective officers. Candidates for board members and officers positions must agree to and be able to perform all the duties of the position they seek.

VSPA PRESIDENT duties shall include, but not be limited to:

- Act as Chief Executive Officer and Chairman of the Board of Directors.
- Cause to be called all regular and special meetings of the organization.
- Preside over all regular and special meetings of the organization.
- Enforce the Constitution and By-Laws.
- Direct and supervise the operation of the organization.
- Prepare and present the Board of Directors Annual Report at the annual business meeting
- Coordinate the confirmation of all appointed staff members with the Board of Directors.
- Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.
- Be an ex-officio member of all committees, except the "Nominations Committee."

VSPA VICE PRESIDENT, and SECOND VICE PRESIDENT duties shall include, but not be limited to:

- Assist the President in the discharge of his duties.
- Assume the duties of the President in the event of his absence, illness, or call to eternal Guardmount.
- Execute the powers and authority of the President, when required, in the absence of the President.
- Serve as elected members of the Board of Directors.
- Serve as Chairman and member of the Public Relations Committee.
- Serve as a member of the Scholarship Committee.
- Prepare and present annual reports relative to the operation of their respective office at the annual business meeting.
- Keep a current folder that includes all official correspondence, records, and official materials assigned to their care and turn over the folder to his successor.
- **The Second Vice President** shall provide oversight for all record keeping activities and assist the President by maintaining hard copy records.

VSPA SECRETARY duties shall include, but not be limited to:

- Officiate when required in the absence of the President and Vice President [*and 2nd VP*]
- Serve as an elected member of the Board of Directors.
- Serve as a member of the Membership Committee.
- Be the clerk of the organization.
- Be the custodian of all business-related non-financial records and materials, which shall remain property of the organization.
- Keep permanent records of the proceedings of all annual meetings and meetings of the Board of Directors.
- Prepare and distribute election ballots, if necessary and as required.
- Ensure that only members in good standing vote on organizational business.
- The Secretary will be assisted by the Membership Chairman and the Sergeant-at-Arms.
- Serve as official organization correspondent.
- Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

VSPA TREASURER duties shall include, but not be limited to:

- Serve as an elected member of the Board of Directors.
- Act as Chairman of the Ways and Means Committee if the committee is necessary.
- Be the Chief Financial Officer of the organization.
- Be the custodian of all financial records of the organization.
- Receive and be responsible for the collection of all monies due and payable to the organization.
- Have custody of all organization funds, and shall provide for the safekeeping, retention, disbursement, and investment in a manner acceptable to the Board of Directors.
- Receive donations on behalf of the organization.
- Issue letters in acknowledgement of all donations as required by tax codes.
- To work with the President to make such reports and returns as are required by Federal, State and local governments, the Articles of Incorporation, the Constitution, and these By- Laws, including the disbursement of

appropriate taxes and fees.

- Maintain accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting practices and principles.
- Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

VSPA HISTORIAN duties shall include, but not be limited to:

- Serve as an elected member of the Board of Directors.
- Serve as Chairman of the Historical Committee if a committee is necessary.
- Prepare and present a report at the annual business meeting regarding the history projects completed during the preceding year.
- Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

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