

3. Pay all authorized, budgeted bills.
4. Prepare financial reports to be presented quarterly at meetings of the Executive Board and of the Association.
5. Chair the Finance Committee that shall recommend an annual budget to the Board of Directors.
6. Prepare financial records for the annual audit.
7. Transfer all financial records to the Executive Director at the conclusion of the term of office.
8. Perform other duties, consistent with the constitution, as assigned by the Board and President.

6.95 (3.92, 7.89)

### **Immediate Past President**

The Immediate Past President of AASCD shall have the following duties:

1. Chair the committee to conduct the annual evaluation of the Executive Director.
2. Chair the committee to conduct the annual internal evaluation of AASCD's activities and services.
3. Serve as chairperson of the Nominating.
4. Chair the committee to review the constitution and by-laws annually.
5. Perform other duties, consistent with the constitution, as assigned by the Board and President.

11.99 (6.95, 3.92, 9.90, 7.98)

### **Communications Coordinator**

The Communications Coordinator is appointed by the board for a three-year term (Constitution: Article 4, Section 2). The appointment must be ratified by the membership at the annual meeting preceding the first year of the term (Article IV, Section 11). The duties of the Communications Coordinator shall be to:

1. Publish the AASCD newsletter on a regular basis, at least four times a year, with the assistance of the Publications Committee.
2. Serve as chairperson of the Publications Committee.
3. Solicit information about themes of interest and concern to the general membership.
4. Assist the Board at the annual retreat in establishing themes and deadlines for the coming year's issues.
5. Perform other duties, consistent with the constitution, as assigned by the Board and President.

7.09 (3.92, 7.89)

### **At-large Members**

The nine At-large Members serve three-year terms (Constitution: Article IV, Section 5). The duties of the At-large members shall be to:

1. Assist in disseminating to the general membership and others information about purposes, plans, policies, and procedures of the Association.
2. Assist the Board in keeping abreast of concerns of the general membership.
3. Assist in recruiting new members.