



## 2019 Election

# Officer Positions + Four Board Member Positions Available

- These positions are two-year terms beginning January 1, 2020 and ending December 31, 2021.
- The Board meets bi-monthly at a location to be determined by the President and Board Members.
- The Board annually holds a two-day Retreat/Yearly Planning meeting with an overnight stay. The date and location will be determined by the President.
- Members of the Board also serve as Committee Chairs. Committees include: Finance, Conference, Nomination, Scholarship and Website. The Executive Committee appoints Committee Chairs.
- Duties of Officers and Board Members as described in the By-Laws are included. The President, Vice-President, Secretary, Treasurer and immediate Past-President serve as the Executive Committee.
- If you chose to run you will be asked to submit the following items before October 31, 2019:
  - Signed Agreement to Accept an Office
  - Signature of Supervisor supporting the time and travel required to serve on the Board.
  - A brief biography of your professional experience that qualifies you to serve as an Officer or Member of the Board of Directors.



If you are interested in serving or would like to nominate someone to serve, please contact:

Wanda Schaad, OALPRP Nominating Committee Chair  
SEOJSWMD and GT Environmental, Inc.  
5936 Veto Road, Belpre, Ohio 45714  
Mobile: 740-336-2469  
Email: [wschaad@gtenvironmental.com](mailto:wschaad@gtenvironmental.com)



## DUTIES OF OFFICERS DESCRIPTIONS

**DUTIES OF PRESIDENT:** It shall be the duty of the President to prepare the agenda and preside at all meetings of the Board of Directors and the Association to insure that the Board of Directors are aware of and adhere to the By-Law and Standing Rules of the Association ; to call special meetings of the Board of Directors as needed; to serve as an ex-officio member of all Association committees; to serve as the and to be the official spokesperson for the Association in accordance with Association policies.

**DUTIES OF VICE PRESIDENT:** It shall be the duty of the Vice President to assume the Presidency upon the occurrence of a vacancy in that office; to assist the President in exercising the duties of the President; to preside at Board of Directors or Association meetings in the absence of the President; and to perform other duties as requested by the President.

**DUTIES OF THE SECRETARY:** It shall be the duty of the Secretary to record proceedings and prepare minutes of all meetings of the Board of Directors and the Association and to distribute them to the membership; to receive and file copies of all official correspondence of the Association; to maintain all Association records and files; to notify all members of meetings; to invoice members annually for dues; to keep records of all members; to oversee the procedure for election of Officers and Board of Directors; and to preside at official meetings in the absence of both the President and the Vice President.

**DUTIES OF THE TREASURER:** It shall be the duty of the Treasurer to receive, record, and deposit into appropriate accounts all dues and income to the Association; to pay the approved debts of the Association; to reimburse individual expenses approved by the Board of Directors upon submission of a valid receipt; to keep records of all dues paid by members; to prepare the financial statements for each Board of Directors and Association meeting to be distributed to members with meeting minutes; and to direct the Secretary to invoice members annually for dues. It shall be the duty of the Treasurer to prepare and present an annual budget for the Association to the Board of Directors.

### DUTIES OF BOARD OF DIRECTORS

The duties of the Board of Directors shall be:

- (a) To authorize Association expenditures;
- (b) To receive and act on committee reports;
- (c) To develop Association policy;
- (d) To plan and implement activities in keeping with the Purpose of the Association; and
- (e) To fill by appointment any vacancies in the Board of Directors