

: PRESIDENT

The President shall have general supervision of the affairs of the Section, subject to the direction of the board, and in accordance with the recommendations of the Association. The President shall preside at all meetings of the Board and Section, and shall appoint such special committees as may be required to accomplish the objectives of the Section. The President shall act as a representative of the Section to the Northern Regional Committee and attend Northern Regional Committee meetings.

: VICE PRESIDENT

The Vice President shall assist in the performance of the President's duties and act in the absence of the President. The Vice President shall be responsible for the program at each of the Section and joint section meetings. The Vice President shall prepare a quarterly report of the Section's activities for inclusion in the Association publications. The report shall be completed and submitted to the Section Liaison prior to the deadline for publication. In the event of a vacancy in the office of President, the Vice President shall assume the duties and title of that office for the remainder of that term.

: SECRETARY

Attend and record those present at all Section and Board meetings. Take meeting minutes at Board meetings and prepare for distribution including sending minutes to the Association. Mail the Section's meeting announcements to all members and subscribers, including the Association's Executive Director. Submit to the Association any correspondence on Section letterhead. Witness and sign all additions and deletions from the Section Bank Account

: TREASURER

Attend to the collection of all assessments due the Section. Pay all claims against the Section. For claims in excess of \$200, the Treasurer shall obtain approval from the Board prior to payment. Report the Section's financial condition at each regular meeting or at any other time requested by the President. Present the Section's financial condition at each regular meeting or at any other time requested by the President. Prepare the Section's annual operating budget. Submit this budget to the Association's Executive Director no later than April 30. Prepare the Annual Report to the Association regarding Section activities and finances, including physical property inventory. Submit this report to the Association's Executive Director no later than August 1. Prepare and submit all other financial reports required by the Association on a timely basis, including monthly financial report.

: IMMEDIATE PAST PRESIDENT

Attend the regional committee meetings of the Association and act as one of two representatives of the Section. Chair the Section Awards Program.

: DIRECTOR

The Director(s) shall assist the President as necessary to accomplish the objectives of the Section.

: LABORATORY COMMITTEE CHAIRPERSON

Organize activities to engage and recruit laboratory members. Serve as the point of contact for laboratory members within the local section. Report the status of laboratory events to President periodically (either prior to each board meeting or quarterly).

: P3S COMMITTEE CHAIRPERSON

Organize activities to engage and recruit P3S members. Serve as the point of contact for P3S members within the local section. Report the status of P3S events to President periodically (either prior to each board meeting or quarterly).

: COLLECTIONS COMMITTEE CHAIRPERSON

Organize activities to engage and recruit collections members. Serve as the point of contact for collections members within the local section. Report the status of collections events to President periodically (either prior to each board meeting or quarterly).

: TECHNICAL CERTIFICATION PROGRAM CHAIRPERSON

Promote CWEA certification to individuals and organizations in the Local Section. Serve as a local liaison between CWEA State TCP Committee and individuals and organizations participating in TCP at the local section. Assist CWEA state TCP Committee with local test site issues and problems. Identify and recruit qualified certification Subject Matter Experts (SMEs) who will be able to participate in the development and maintenance of CWEA's certification programs at the state level.

: STUDENT & YOUNG PROFESSIONALS COMMITTEE CHAIRPERSON

Organize activities to engage and recruit SYP members. Serve as the point of contact for SYP members and colleges and universities located within the local section. Report the status of SYP events to President periodically (either prior to each board meeting or quarterly).

: WEBMASTER *(not voted on each year, filled by capable board members as needed)*

Manages MBS website, Facebook Page, Facebook Group, LinkedIn, board email accounts and Google Drive files. Administrator of MailChimp flyers, SurveyMonkey for annual board voting, and Eventbrite tickets. Posts events on State CWEA events calendar.

: HISTORIAN *(not voted on each year, filled by capable past/present board members)*

Maintains historical records and documents from MBS.