

OHCA OFFICERS' DUTIES ACCORDING TO THE OHCA CONSTITUTION

The **President** shall:

- Preside at all meetings of the Association
- Perform the ordinary functions of a presiding officer
- Appoint all Executive Committees (the Chairman of the Board appoints all Board committees)
- Be an ex-officio member of all Executive Committees
- Sign all checks for obligations paid out of Special Tax fund
- Be an ex-officio member of the Board with full voting rights (but not counted for purposes of quorum) but may not serve as Chairman of the Board during his/her term of office as President.

The **Vice-President** shall:

- Preside at all meetings of the Association, in the absence of the President
- Coordinate all activities of all standing and special committees
- Be an ex-officio member of all committees

The **Recording Secretary** shall:

- Make and keep an accurate record of all proceedings of the Association
- At the expiration of the term, transfer all records of the association to the newly elected recording secretary and receive receipt therefore by the next meeting
- Be the Resident Agent of the Association.

The **Corresponding Secretary** shall:

- Mail to members notices of all meetings and conduct all the correspondence of the association, and report same at the meetings.
- Maintain a file of copies of all incoming and outgoing official mail.

The **Association Treasurer** shall:

- Receive and give receipt for and keep a record of all monies turned over to the treasurer by the Financial Secretary
- Deposit the same in a bank to be designated by the Board of Directors
- Make a report at every meeting.
- Pay all obligations and bills approved by the Association by check drawn by the Treasurer and counter signed by the President only after having received a voucher issued by the Financial Secretary and signed by the President.
- Be bonded at the expense of the Association within five days after each election and shall receive no funds until so bonded.

The Treasurer's reports and records shall be audited by the Auditing Committee and the Auditing Committee shall report its findings in writing at the annual meeting.

The **Financial Secretary** shall:

- Receive and give receipt for all monies paid to the Association by the members or by fund raising activities.
- Turn over such monies to the Treasurer at the close of each meeting or other appropriate times
- Keep a record of all such transactions which shall be reported to the Association at every meeting.

- Be bonded at the expense of the Association within five days after election and shall make no financial transactions until so bonded.

The Financial Secretary's reports and records shall be audited by the Auditing Committee. The Auditing Committee shall report its findings in writing at the annual meeting.

The **Special Tax Treasurer** shall:

- Receive all monies turned over by the County from the SCBD tax fund for OH
- Deposit money in bank designated by Board of Directors
- Use a bookkeeping system in accordance with generally accepted accounting practices and procedures
- Only pay money from the Fund for appropriations submitted by Board of Directors, approved by the Association, and a voucher directing the expenditure signed by Chair and Secretary
- Pay all such obligation by check drawn by Special Tax Treasurer and countersigned by President
- Be bonded
- At each meeting, distribute to all members a written report of all financial transactions since last report
- Submit reports to Auditing Committee

Notes:

In 2019, the positions of Treasurer and Financial Secretary was combined into one officer position.