



**The duties of the President shall be:**

- To preside at regular meetings of CEAO and regular meetings of the Executive Board; and
- To represent CEAO to other organizational affiliates, especially the American Correctional Association; and
- To recommend to the Executive Board the appointments of all chairpersons of designated standing committees, Ad Hock Committees and persons to fill unexpired terms of elected officers in positions represented on the Executive Board with the exception of Past President; and
- To distribute proportionately and representatively committee appointments throughout the CEAO membership; and
- To oversee annual CEAO conference planning.

**The duties of the Vice President shall be:**

- To serve in the capacity of the President in his/her absence as designated by the President or the Executive Board; and
- To supervise the promotion of public relations and memberships for CEAO; and
- To directly supervise the CEAO Newsletter, Website and Professional Development Committees.

**The duties of the Secretary shall be:**

- To maintain and file the correspondence of CEAO; and
- To record and file meeting minutes of the Executive Board; and • To maintain a complete and current membership roster for CEAO; and
- To preserve the archives of CEAO.

**The duties of the Treasurer shall be:**

- To maintain professionally the financial records; and
- To monitor the budget; and
- To report the financial condition at regular meetings; and
- To disburse funds as designated by the Executive Committee; and
- To collect and register all drafts and indebtedness issued to CEAO.

**The duties of the Past President shall be:**

- To serve as parliamentarian at all regular meetings of the membership and Executive Board; and
- To serve as a non-voting member of the Executive Board (except in the event of a tie).