

## **AZPCA Board of Directors Responsibilities**

### Past President

- Act in an advisory capacity to the Board
- Chair the nominating committee for annual Board elections

### President

- Chair the Board of Directors.
- Preside at all meetings of the members and of the Board of Directors.
- Represent the region at zone and national meetings

### Vice President

- Preside at meetings in the absence of the President
- Act as parliamentarian.
- Chair the Bylaws Committee
- Manage all matters pertaining to insurance, including reporting of events to National PCA.
- Keep and maintain the official calendar of AZPCA events.

### Secretary

- Record and preserve the minutes of membership meetings and meetings of the Board of Directors
- Receive Board of Directors election ballots and cause to be published the results thereof
- Maintain a repository of club records/operating documents

### Treasurer

- Submit a budget for Board approval
- Keep records and books of accounts reflecting the financial condition and operation of AZPCA.
- Report on the financial status of the Club at every meeting of the Board of Directors.
- Sign checks and drafts upon the account of AZPCA and all documents financially obligating AZPCA.
- Receive all moneys paid to AZPCA and deposit same to its credit with a bank insured by the Federal Deposit Insurance Corporation; to maintain direct control over, and supervision of, all Club assets and of all payments of the Club debts and obligations.
- Maintain a record of the physical assets of the Club
- Oversee the filing of all appropriate State and Federal taxes, prepared by an independent CPA as required by the Club's business Filing Licenses.

## Directors at Large

There are four (4) elected Directors at Large who perform duties as directed and agreed to by the Board:

*It is expected that key duties, including but not limited to Communications, Performance Driving Events, and Social activities will be overseen by a Director at Large. It is also expected that the remaining Director at Large position's responsibilities will be determined by the Board.*