



NORTH DAKOTA ENVIRONMENTAL HEALTH ASSOCIATION

Duties of Executive Board Members

President:	Conducts Association and Executive Board meetings Official spokesperson for Association Directs and appoints committees as required
1st Vice President:	Serves as President in his/her absence Chairs Program, Website and Social Media Committees
2nd Vice President:	Chairs Membership and Sustaining Partner Committee
Secretary:	Records meeting minutes Edits and publishes Association newsletter Maintains all written documentation and correspondence Maintains Association records
Treasurer:	All financial responsibilities
Member-at-Large:	Chairs Bylaws Committee Chairs Local Arrangements Committee
Past President:	Chairs Legislative Committee Chairs Awards Committee Chairs Nominations Committee