



**President-Elect:**

The President-Elect shall assist the President in the performance of his/her duties and shall assume such other duties as are assigned by the President. In the absence of the President, the President-Elect shall assume the duties of the President, and shall preside at the meetings of the Association. In the event that the President shall be unable to serve, the President-Elect shall succeed to the office of the President for the remainder of the President's term. In addition, the President-Elect shall be responsible for the annual Fall Conference of the Association. The President-Elect shall serve as the President of the Association for the term following his/her term as President-Elect. In the event that there is a vacancy in the position of President-Elect as defined in Article IV, Section 9, an election will be held at the next business meeting to fill the vacancy according to Article VI, Section 4 and Article VII.

**Secretary:**

The Secretary, or a designee approved by the President, shall keep an accurate record of the proceedings of all meetings of the Association, and the Board of Directors and the Executive Committee, and shall perform such other duties as may be assigned.

**State Representative to the GFOA of the U.S. and Canada:**

The State Representative shall act as a liaison between the Association and GFOA, keeping members of the State Association informed of the actions, activities, and available resources of the National Association. The representative shall be a member of GFOA of the U.S. and Canada and attend National Conferences, promote national achievement opportunities, and make award presentations when requested.