

Duties of the PRESIDENT

- The President is the Chief Executive Officer of the Association.
 - S/he presides over all meetings of the Association, including Executive Committee meetings, General Meetings and the World Congress. S/he shall be an ex-officio member of all committees.
 - S/he shall have general responsibility for the Association and supervision of its affairs, working in consultation and approval by the Executive Committee (EC).
 - S/he shall appoint, in consultation with the EC, such Advisory Committees, Standing Committees and Task Forces, as s/he and the Executive Committee deem necessary for the proper functioning of the Association during her/his tenure.
 - S/he may sign and execute in the name of the Association authorized documents and contracts with the approval of the EC.
 - S/he shall perform any other duties as may be requested of her/him by the EC.
 - S/he will be the spokesperson for the Association.
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Duties of the VICE PRESIDENT

- S/he is the President-Elect, who automatically succeeds the President, when that office becomes vacant.
 - S/he shall substitute for the President when necessary and shall assume executive responsibilities as assigned to her/him by the President and Executive Committee.
 - S/he shall be an ex officio member of all of the Association's committees.
 - S/he has a specific role as Chair of the World Congress Scientific Program Committee.
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Duties of the SECRETARY

- S/he shall coordinate the Committees' correspondence and activities and distribute the agenda for the EC, Council and Membership meetings in coordination with the Executive Director.
 - S/he shall undertake any other duties which may be assigned to her/him from time to time by the EC or President.
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Duties of the TREASURER

- S/he shall act as the fiscal-financial officer of the Association in coordination with the Executive Director.
- S/he shall be responsible for collection, management and distribution of funds in coordination with the Executive Director.
- S/he shall submit annual reports to the Executive Committee and the membership in coordination with the Executive Director.
- S/he shall be responsible on behalf of the EC, for complying with all government financial requirements and audits in coordination with the Executive Director.
- S/he shall be a United States citizen to comply with the nonprofit status, 501(c)3, issued by the United States Treasury Department.
- The fiscal year of the Association shall be from January 1st through December 31st