



### **AAAPP BOARD LEADERSHIP FORM**

Please check all officer positions for which you have an interest in serving in 2023-2024.

**President**

Leadership Responsibilities:

*Preside at all board meetings and be chair of the Board; appoint board members to committees specified in bylaws; provide testimony relative to issues on aging before bodies conducting hearings and forums; serve as chair of the Executive Committee and ex officio member of all committees; prepare annual evaluation of the Executive Director, with input from the Executive Committee, recommend to the Board the annual salary of the Executive Director; maintain frequent contact with Executive Director.*

**Vice-President**

Leadership Responsibilities:

*Performs duties as are assigned by the President; serve on Executive Committee; performs duties of President in his or her absence.*

**Secretary**

Leadership Responsibilities:

*Assure appropriate maintenance of all agency records, assure the recording and signing of minutes of all board meetings, require the sending of all notices and minutes of the board; serve on Executive Committee; and perform or delegate any other duties as prescribed by the Board or the President.*

**Treasurer**

Leadership Responsibilities:

*Assure proper compilation and maintenance of the books of account of the agency; maintain frequent contact with agency's Chief Financial Officer; serve as Chair of Finance Committee; serve on Executive Committee; perform any duties usually pertaining to the office of Treasurer or as may be prescribed by the Board or the President.*

**If you have no interest in serving as an officer, please check here  and return.**

Signature\_\_\_\_\_

Date\_\_\_\_\_

Please complete as soon as possible and return by mail, email, or fax to  
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