

### III. OFFICERS

**Section 1. Election:** The election of the officers shall be at the annual meeting. The Moderator, Vice-Moderator, Clerk and Treasurer shall be nominated from the floor. An elected Moderator shall not be eligible to succeed himself.

**Section 2. Duties:**

- A. **Moderator:** The Moderator shall preside at all regular or called meetings of the Association; work closely with the Executive Director of Missions and the Association staff in counsel and in promoting every phase of the work of the Association; appoint such Task Force groups as provided for in the *Constitution*; and serve as chair of the Executive Board and the Administrative Leadership Council.
- B. **Vice-Moderator:** The Vice-Moderator shall be a general assistant to the Moderator; shall stand in for the Moderator in any activity or responsibility requested by the Moderator; preside over meetings in the absence of the Moderator, or when requested to do so; and in the event of the removal of the Moderator from the Association, shall automatically succeed to the office of Moderator.
- C. **Clerk:** The Clerk shall be responsible for keeping accurate minutes of the Association, the Executive Board and the Administrative Leadership Council; see that persons elected and individuals affected by actions taken by the Association or Executive Board are notified of these actions; prepare the annual minutes of the Association; and be responsible for keeping securely all documents and records of interest to the Association.
- D. **Treasurer:** The general Treasurer shall disburse funds as authorized, have responsibility for keeping accurate accounts of all disbursements; shall make quarterly reports to the Executive Board, and an annual report to the Association, on all monies handled; shall report on the general financial conditions of the Association; and keep the Executive Board and the Association informed of matters needing special attention.