

The President school shall:

- A. Preside at all meetings.
- B. Serve as an ex-officio member of all committees.
- C. Act as Chairman of the Executive Board of Directors.
- D. Request the Executive Director to provide for auditing the financial records.
- E. Appoint any necessary committees.
- F. Deliver a convention address in which he includes a statement regarding the economic
- G. and communicative progress of the FASC during his term of office.
- H,. Perform other duties as directed by the Leadership Advisory Board

The Vice President school shall:

- A. Perform the duties of the President in the event of his absence, but not fill the office.
- B. Work with Host school to procure topics and select presenters for all workshops at the state convention.
- C. Coordinate/decorate and preside at the banquet at the State Convention.
- D. Publish a minimum of four newsletters prior to the state convention for the Association with the assistance of the Executive Director.
- E. Perform other duties as directed by the Leadership Advisory Board.

The Secretary school shall:

- A. Keep a permanent record of the minutes of each meeting.
- B. Compile a summarized report of convention and committee meetings which are to be sent to all member schools through the FASC newsletter.
- C. Provide the newly elected President and Executive Director with all the resolutions passed at the convention
- D. To prepare all amendments/resolutions in the proper format for the state conference and have 2 copies for every school in attendance at registration.
- E. Perform other duties as directed by the Leadership Advisory Board.

The Treasurer school shall:

- A. Make arrangements for the state convention dates with the Executive Director.
- B. Have the responsibility, along with advisor and school principal, for all financial matters pertaining to the state convention, subject to approval of the Executive Board of Directors and present an itemized report of the Convention to the Executive Director. Such reports must be completed as soon as possible following the convention. It must carry the signatures of the teacher-advisor and school principal.
- C. Make a partial payment back to the FASC from conference Registration. Amount will be determined by the Leadership Advisory Board.
- D. Perform other duties as directed by the Leadership Advisory Board.

The Parliamentarian school shall:

- A. Attend all board meetings and offer procedural rulings