



Responsibilities - ASMH 2023 Board of Directors, Secretary-Treasurer

Only those members eligible to vote (i.e. Charter and Active members) who have been in good standing for two or more consecutive years are eligible to serve as officers or on the Board of Directors.

The Board of Directors shall have full responsibility for the management, direction and control of the business, policies and affairs of the Society, subject only to the limitations set forth in the Articles of Incorporation, the Bylaws, or by applicable law. Members of the Board of Directors will:

- Manage the affairs of the Society and make recommendations to the Society;
- Receive and take action upon all matters initiated by the Society membership;
- Provide for an audit of the Society's accounts and properties;
- Report the Society' activities to the general membership;
- Represent the Society with full power and shall be subject to the orders of, and shall not act in conflict with direction given by, the Society membership.

The Secretary-Treasurer shall perform the functions of Secretary and Treasurer of the Society and shall:

- Serve as a member of the Executive Committee;
- Keep minutes of all meetings of the members and the Board of Directors;
- See that all notices are duly given in accordance with law and the bylaws;
- Be the principal accounting and financial officer of the Society and be responsible for the maintenance of adequate books of account for the Society;
- Be responsible for the receipt and disbursement of the funds of the Society;
- Provide for the maintenance and safekeeping of archives, including records or other materials relating to the Society which may have historical value;
- Perform all duties and exercise all powers which are by law or customary parliamentary practice incident to the office of Secretary or Treasurer and such other duties and powers as may be determined by the Board of Directors or the President.

The Annual Meeting registration fee will be waived for ASMH Board members, as long as the Board member attends the Board of Directors meeting at the Annual Meeting. The Board of Directors meeting is generally held the Thursday immediately before the Annual Meeting.