Job Descriptions for COCA Officers

The President
The duties of the President shall include the following:

1) To preside at all Annual Meetings, all meetings of the Board of Directors, and all Meetings of the Executive Committee.
2) To appoint, subject to Article VII of these by-laws, all chairpersons of standing or ad hoc committees.
3) To appoint, with the consent of the Board, the chairperson and all members of those committees.
4) To determine, from time to time, that all other Officers are discharging their duties faithfully.
5) To inform, from time to time, the President-Elect of all matters pertaining to the discharge of Presidential duties and any other matter which might have bearing on the conduct of COCAI business.
6) To appoint, when necessary and for a specified period of time, the President-Elect as President pro tempore.
7) To fill, by appointment and with the consent of one (1) Officer and one (1) non-officer Board, any vacancy created by resignation. In no event shall the appointee serve for a period longer than the remainder of the term for which the appointment was made unless he or she is elected in accordance with the provisions of the Article.
8) To nominate at the direction of the Board an accountant to audit all accounts containing COCAI funds and to report to the Board and to the General Membership the results of the audit.

The President-Elect
The duties of the President-Elect shall include the following:

1) To act in the place of the President when lawfully appointed by the President to serve as President pro tempore or when obligated to do so by provision of these by-laws.
2) To assist the Secretary in counting all votes cast at an Annual Meeting, a meeting of the Board of Directors, or a Meeting of the Executive Committee.
3) To assist the President as lawfully directed by the President.
4) To represent COCAI with respect to applicants.
5) To maintain and monitor the strategic plan with guidance from the President.
6) To review, maintain and recommend changes to the organizational by-laws.

The Secretary
The Duties of the Secretary shall include the following:

1) To record the minutes of all Annual Meetings and meetings of the Board of Directors and meetings of the Executive Committee.
2) To count, immediately following each election and at a location selected for the convenience of all qualified observers, all votes cast at an Annual Meeting, a meeting of the Board of Directors, or a meeting of the Executive Committee.
3) To record in the Journal the results of any election or vote on a matter before COCAI or any of its committees or subcommittees.
4) To maintain the Journal in an orderly manner and condition and, upon leaving office, to pass the Journal to the lawful successor.
5) To make available, at the direction of the president and at the expense of COCAI, copies of all or some of the entries in the Journal.

The Treasurer
The duties of the Treasurer shall include the following:

1) To create and maintain in an orderly manner a bank account or bank accounts of the type or types approved by a majority of the Board of Directors.
2) To bear responsibility for all deposits in or withdrawals from COCAI accounts. For checks in excess of $1000, two (2) signatures will be required, one (1) from the Treasurer and one (1) from another member of the Executive Committee.
3) To pay all lawful claims against COCAI provided that the President has, by his or her signature, approved the payment if the Board of Directors has granted to the Treasurer the general authority to pay certain categories of expenditures.
4) To secure, at the expense of COCAI, a fidelity bond.
5) To Report to any Annual Meeting or meeting of the Board of Directors on the conduction and current status of any COCAI accounts that exist at the time of the meeting or existed during the Treasurer’s current or previous term(s) of office and to provide a written accounting of the same.
6) To authorize, at the request of the Board of Directors, an account, nominated by the President and approved by a majority of the Board of Directors, to audit annually all accounts containing COCAI funds and report to the President the finding of that audit.
7) To provide, in a timely manner and at the direction of the President, copies of records of COCAI accounts or funds that me be requested by any Member.
8) To advise the entire Board of Directors of any conditions or facts which constitute or indicate irregularities with the unauthorized use of COCAI funds. This advice shall be written, shall bear the Treasurer’s signature, and shall be issued with out avoidable delay.

9) To notify any Member whose dues payment has not been received.

10) To inform the President of any Member whose dues are unpaid and who has fallen into delinquency.

11) To file all required tax forms on behalf of the Corporation.

**The Past-Treasurer**

The office of the Past-Treasurer shall be filled without an election by the person who has most recently completed a term as Treasurer and who shall not have been removed from office.

The Duties of the Past-Treasurer shall include the following:

1) To advise the Treasurer and President as the President may lawfully request.

**The Past-President**

The office of the Past-President shall be filled without an election by the person who has most recently completed a term as President and who shall not have been removed from office. The duties of the Past-President shall include the following:

1) To advise the President as the President may lawfully request.