**PRFH Board Positions**

**President:** Coordinates and leads all meetings of the Board of Directors and Members. The President is to be an ex-officio member of all committees and oversees the work of all Board members to ensure that they are properly fulfilling their responsibilities; presides over all meetings of the general membership and the meetings of the Board of Directors. Appoint Board members to Standing Committees. Act as the official spokesperson for the Association. All official reports must be signed by the President.

**Vice President:** Presides in the absence of the President at all meetings of the Board of Directors or Members. In the event that the office of the President becomes vacant during the elected term, the Vice President shall succeed to the office of President for the remainder of the term. The Vice President serves as an aide to the President.

**Secretary:** Takes an accurate written attendance of all individuals present at all Board and Member Meetings. Records and distributes minutes from Board meetings. Works with the President to schedule all meetings and set the agenda. Communicate meeting dates and information to the Board of Directors*.* Collect and disseminate all documents on the agenda to the Board 3 days before meeting date. Maintain custody of all PRFH by-laws and all other records of the association. Handle all official correspondence. Present the minutes from previous Board or Member meetings. Maintains the organization’s website; advertises pertinent Association issues.

**Treasurer:** Keeps a complete record of the Association’s income and expenditures; receives and accounts for all monies in the Association; pays all bills incurred; prepares and presents a financial report at all meetings; prepares and presents annual financial reports and proposed budget at October/November annual meeting of the Board of Directors for their review and approval; prepares a final report at the end of the fiscal year for IRS related documents. Arrange for yearly independent audit/review to be completed 30 days after the close of the fiscal year.