

## ARTICLE IV- DUTIES OF THE OFFICERS

### Taken from the NDICE By-Laws

Section 1 - THE PRESIDENT shall preside at all meetings of the Executive Board, as well as the Annual Conference of the Institute. He shall, in general, supervise the business and affairs of the Institute and perform all duties incident to the office of President. He shall, in consultation with the Executive Board, appoint the Chairs of the various Standing and Ad hoc Committees; or to special committees or positions as, in his discretion, the general welfare of the Institute demands. The Chairs of each Committee will then appoint the members of such Committee, as appropriate. The President shall determine, with the members of the Executive Board, the agenda for the Annual Conference; and represent the Institute at meetings to which NDICE is invited. He is empowered to call special meetings as may be required to further the purpose(s) of the Institute.

Section 2 - THE PRESIDENT ELECT shall perform the duties of the President in the event of the President's absence, disability, or death, and at the request of the President, perform other duties as needed.

Section 3 - THE SECRETARY shall prepare and publish, in approved format and with timely dispatch, the minutes of the Annual Conference, the annual business meeting, all of the Executive Board Meetings and any special meetings of NDICE; and all other duties incident to the office.

Section 4 - THE TREASURER with the assistance of the Executive Board shall be responsible for the collection and disbursement of all funds of NDICE; make deposits in the name of, and to the credit of NDICE; keep the accounts of NDICE in accordance with generally accepted accounting procedures; make a full report of the receipts and disbursements for the preceding fiscal year at the Annual Conference. The Treasurer shall be an ex officio member of the Scholarship Committee, but shall not have the right to vote on Scholarship Committee matters. Upon approval of a scholarship, he shall disburse the appropriate funds.

Section 5 - THE IMMEDIATE PAST PRESIDENT shall be a member of the Executive Board following his term as President. The Past President coordinates the work of the Committees and special projects and assists where needed.

Section 6 - THE EXECUTIVE SECRETARY shall assist the President and the Executive Board with the day to day operations of NDICE and assist the Committee Chairs in accomplishing the work of each committee. Compensation for the