

**Duties of Area XI Chair-Elect and Secretary/Treasurer  
Extracted from Rules of Procedure  
Listed here for 2008 Election**

**ARTICLE V  
AREA XI CHAIR-ELECT**

V.1. The Area XI Chair-Elect will assist the Area XI Chair and will act in that capacity in the event of absence or inability to serve.

V.2. The Area XI Chair-Elect will provide significant assistance to the Area XI Chair in planning Area XI events and carrying out whatever tasks are assigned by the Chair.

V.3. The Area XI Chair-Elect will select the site and dates of the Area XI Festival/Conference which will occur during the Area XI Chair-Elect term as Area XI Chair, with the approval of the Area XI Board of Directors.

V.3.a. The site and date will be presented for approval to the Area XI Board of Directors a minimum of three (3) years prior to the Festival/Conference date.

V.4. The Area XI Board of Directors may send the Area Chair-Elect to an AGEHR national event in association with an AGEHR, Inc. Area Advisory Meeting during the second year of office if the Area XI Board of Directors determines that funds are available.

V.5. The Area XI Chair-Elect will present an annual estimated working budget exclusive of Festival/Conference expenses one month prior to the beginning of the term as Area XI Chair.

The working budget will be presented by the Area XI Chair for approval by the Area XI Board of Directors.

V.6. The Area XI Chair-Elect will be Area XI Membership Chair and assume all Membership Chair responsibilities.

V.7. The Area XI Chair-Elect, during the first year of office, will be responsible for reviewing the Area XI Bylaws and Rules of Procedure and will report to the Area XI Board of Directors.

V.8. The Area XI Chair-Elect will be the Historian. The Historian will keep memorabilia pertinent to Area XI.

V.9. The Area XI Chair-Elect will be responsible for the Area XI Video Library.

**ARTICLE VI  
AREA XI SECRETARY/TREASURER**

VI.1. The Area XI Secretary/Treasurer will record all minutes and submit copies to the Area XI Board of Directors within three (3) weeks of the close of the meeting.

VI.2. The Area XI Secretary/Treasurer will handle all financial matters of Area XI.

VI.3. The Area XI Secretary/Treasurer is authorized to designate the official bank of Area XI.

VI.4. The Area XI Secretary/Treasurer is encouraged to find the best investment return on all accounts. Investments must be made with the approval of the Executive Committee.

VI.5. Signature authority on all Area XI banking accounts must be that of the Area XI Secretary/Treasurer, the Area XI Chair, and the Area XI Chair-Elect. The Area XI Secretary/Treasurer will ensure that required bank signatures are met.

VI.6. Yearly reports, necessary for non-profit, tax-exempt status are the responsibility of the Area XI Secretary/Treasurer.

VI.7. A review of the financial records including the Area XI bank account(s) and summary Sub-Area financial statements will be made at the end of each fiscal year by a reputable CPA or like financial firm. The firm will also be engaged to prepare the yearly IRS tax-exempt form.

VI.8. A period of time either immediately prior to the end of the fiscal year or immediately after the beginning of the fiscal year, may be declared by the Area XI Secretary/Treasurer as an “inactive time” in order to prepare for the review and for the actual review itself. An announcement to this effect will be made to the Area XI Board of Directors 30 days prior to the announced time.

VI.9. Prepare financial reports.

VI.3.a. Submit reports to AGEHR, Inc. as requested.

VI.3.b. Submit quarterly and end-of-year reports to the Area XI Board of Directors.

VI.10. The Area XI Secretary/Treasurer is the Registrar for Area XI events.

VI.11. The Area XI Secretary/Treasurer will ascertain the authenticity of Area XI Festival/Conference registrants' membership in AGEHR, Inc. as requested by Area XI Event Planners.

VI.12. The Area XI Secretary/Treasurer will work with Sub-Areas to comply with IRS, bonding, corporation, and/or other legal requirements,

VI.13. The Area XI Secretary/Treasurer is responsible for consolidating and maintaining the Area XI Voucher System (see Appendix B) and Voucher Payment Procedure.

VI.14. The Area XI Secretary/Treasurer is responsible for the timely updating of the Rules of Procedure with changes directed by associated motions from the Area XI Board of Directors meetings.