

NEW MEXICO EUSKAL EXTEA
Board of Directors

Position (Art. II)	Duties (by-laws, Art. V)	Term (Art. II)	Votes (Art. IV)
President	<ul style="list-style-type: none"> • Shall determine agendas and preside at all meetings of the Board and of the members whether general or special. • Shall sign all contracts, deeds and other instruments ordered to be executed by the Board. • Shall represent the organization on all public relations as deemed necessary by the Board. • Shall oversee and/or delegate the following duties to the officers and/or members: <ul style="list-style-type: none"> ○ Publication of the Club newsletter. ○ Maintenance of the Club web site. ○ Maintenance of the Club library. ○ Club representative at N.A.B.O. meetings. 	<p style="text-align: center;">one (1) year as VP,</p> <p style="text-align: center;">then one (1) year as President,</p>	one vote
Vice- President	<ul style="list-style-type: none"> • All the responsibilities of a Director • Shall be the official communicator with NABO. • Shall assume all duties of the President when the President is unable to carry them out. • Shall assume the role of President when the current President's term has expired. 	then one (1) year as Past- President	one vote
Past- President	<ul style="list-style-type: none"> • Shall bring consistency to the Board and Board decisions by consulting at Board meetings. 		one vote
Secretary / Treasurer	<ul style="list-style-type: none"> • Shall record all proceedings and decisions of the Board meetings and membership meetings. • Shall keep the book of accounts showing all receipts and disbursements and will deposit all funds in a bank account assigned and approved by the Board. The accounting will be available to the Board upon request. • Shall be responsible for all correspondence as deemed necessary and approved by the Board. This includes (but is not limited to) collecting, reading, and acting upon incoming Club mail. • Shall collect membership dues and maintain membership roster with current addresses and status. • Shall be responsible for the preparation and submission of any necessary legal documents, including, but not limited to taxes. 	two (2) years	one vote
Directors (4)	<ul style="list-style-type: none"> • Shall be in charge of all activities and events. • Shall be responsible for all news releases, official announcements, and advertising. • Shall be responsible for all procurements, equipment, donations, & purchases approved by the Board. • Shall be responsible for fund raising. • Shall be responsible for selecting committees and presiding over such committees as needed to accomplish the above. 	one (1) year	one vote for each of four (4) Directors