

PAO Executive Board Description

Term of Officers: One year or until successor has been elected.

PAO President

- Supervise, direct and control all of the business and affairs of the PAO
- Supervise agents and employees
- Authority to sign, execute an acknowledge on behalf of the PAO all deeds mortgages bonds contracts leases reports and all other documents or instruments necessary or proper to be executed in the courts of the PAO's regular business or authorized by the Executive Board
- Assist the Executive Board in the formulation of policies of the PAO

PAO Vice President

- In absence of the President – perform the duties of the President
- May sign certificates of membership with the Secretary
- Duties assigned by the President or Executive Board

PAO Secretary

- Keep the minutes of the Executive Board meetings and meetings of members
- Provide notices of meetings to members and the Executive Board

PAO Treasurer

- Have charge and custody of and be responsible for all funds and securities of the PAO
- Receive and give receipts for money due and payable to the PAO from any source
- Deposit all moneys in the name of the PAO in bank
- Have custody of all of the funds
- Keep a full and accurate account of receipts and expenditures
- Make disbursement as authorized by the President
- Present a financial statement at every meeting of the PAO or as requested by Executive Board
- Make a full report oat the meeting at which new officers officially assume their duties
- Be responsible for the maintenance of books of account and records per the bylaws
- Have the accounts examined no less than annually or upon change of Treasurer
- PAO Treasurer/Auction Responsibilities

Applies for raffle license prior to January, Opens account for credit card machine at beginning of April, collects checks, credit card receipts, makes bank deposits, sends letter to credit card company closing account in May, writes checks for expenses, communicates with Event co-chairs regarding event income/expenses ASAP after event.