

CAMGMA Board of Directors: Roles and Responsibilities

President: The President will be the chief executive officer and will preside at all meetings of the Association. The President will be the designated representative of CAMGMA. The President will communicate to the membership all matters affecting the Association between meetings, and will perform such other duties as are necessarily incident to the office. The President will also preside as Chair at special meetings.

President-Elect: The President-Elect will perform all duties of the President during any absence, and will assist the President in the fulfillment of the executive duties as requested by the President.

Secretary: The Secretary's duties are as follows:

- To give notice of all meetings of the Association, and to make provision for keeping of a record at all proceedings
- To conduct correspondence at the direction of the President
- To keep a current listing of the members of the Association

Treasurer: The Treasurer's duties are as follows:

- To send out notice of dues payable, collecting same and depositing in a bank approved by the Board of Directors
- To make disbursement upon the direction of the Board of Directors, and additional related duties assigned
- To file tax returns in conjunction with the accountant of record

Member at Large: The Member at Large assists with any special projects assigned by the Board and participates in task forces and committees as established by the Board.

Legislative Liaison: The Legislative Liaison works with MGMA Government Affairs Department and Government Affairs Committee to keep communication open between the national organization and state on any matters relating to legislation or regulation.

ACMPE Forum Representative: An ACMPE forum representative promotes and supports ACMPE efforts in the state MGMA organization by networking and conducting outreach for ACMPE in the state.

