

Duties of the President

- *To preside at regular meetings of CEAO and regular meetings of the Executive Committee and
- *To represent CEAO to other organizational affiliates, especially the American Correctional Association and
- *To recommend to the Executive Committee the appointments of all chairpersons of standing committees and persons to fill unexpired terms of office in positions represented on the Executive Committee and
- *To distribute proportionately and representatively committee appointments throughout the CEAO membership.

Duties of the Vice President

- *To serve in the capacity of CEAO President in his/her absence as designated by the President or the Executive Committee.
- *To supervise the promotion of public relations and memberships for CEAO.

Duties of the Secretary

- *To maintain and file correspondence of CEAO; and
- *To record and file meetings of the Executive Committee and the CEAO membership; and
- *To maintain a complete and current membership roster for CEAO; and
- *To preserve the archives of CEAO.

Duties of the Treasurer

- *To maintain professionally the financial records; and
- *To monitor the budget; and
- *To report the financial condition at regular meetings; and
- *To disburse funds as designated by the Executive Committee; and
- *To collect and register all drafts and indebtedness issued to CEAO; and
- *To mail notices of membership renewal and collect membership dues.

Duties of the Past President

- *To serve as parliamentarian at all regular meetings of the membership and Executive Committee; and
- *To serve as a non-voting member of the Executive Committee.