

# COUNTY OF SAN DIEGO FILIPINO-AMERICAN EMPLOYEES' ASSOCIATION POSITION DESCRIPTIONS

## PRESIDENT

The **President** shall:

- (a) Manage and supervise the affairs and conduct the business of the CSDFEA.
- (b) Have other powers and perform other duties as may be prescribed by the Board.
- (c) Preside at all meetings of the members and the Board and ensure that all orders and resolutions of the Board are carried into effect.
- (d) Empowered to act, speak for, represent, and conduct business on behalf of the CSDFEA, consistent with the goals and objectives, policies and other such directives of the Board or the members of the CSDFEA.
- (e) Appoint Ad Hoc Committees and Chairpersons as needed.

## VICE PRESIDENT

The Vice-President shall:

- (a) In the absence or disability of the President, perform all the duties of the President.
- (b) Have other powers and perform other duties as may be prescribed by the President.
- (c) Be responsible for the agenda of all meetings. This responsibility will include coordinating guest speakers, topics of discussion, and facilities.
- (d) Submit the agenda to the President at least three (3) days prior to the meeting.
- (e) Monitor the functions and activities of all Standing and Ad Hoc Committees and report the status to the President.
- (f) Appoint Ad Hoc Committees and Chairpersons as needed.

## TREASURER

The Treasurer shall:

- (a) Be the chief financial officer of the CSDFEA and shall keep and maintain an itemized account and records of all receipts and disbursements.
- (b) Deposit all money in the CSDFEA's account and disburse the funds of the CSDFEA as ordered by the President or the Board.
- (c) Prepare and provide periodic financial reports to the Board and Officers.
- (d) Have authority to sign and negotiate all checks, drafts, notes, and other evidence of indebtedness of the CSDFEA.
- (e) Prepare financial annual report.
- (f) Submit annual income tax as required by the State and other regulatory agencies.

## SECRETARY

The Secretary shall:

- (a) Be responsible for recording and maintaining a book of minutes of all meetings and actions of the Board and members.
- (b) Keep current membership records.
- (c) Send notices of all meetings of the members of the Board.
- (d) Have other powers and perform such other duties as may be prescribed by the President.
- (e) Responsible for the official correspondence of the CSDFEA.

## AUDITOR

The **Auditor** shall:

- (a) Audit all the books of accounts periodically and as required by the Board.
- (b) Examine the reports of the Treasurer and any financial activities of the CSDFEA.
- (c) Have access to the books and records of the Treasurer and Secretary at all reasonable times so that he or she can examine them.

## BOARD OF DIRECTORS

The Board of Directors shall:

- (a) Implement policies and procedures consistent with the Bylaws and Strategic Plan of the CSDFEA or the mandate of the membership, for the management and operation of the CSDFEA's business and affairs.
- (b) Select and designate a bank or financial institution for depositing of the CSDFEA funds and prescribe the order, manner in which such deposits shall be made and/or withdrawn.
- (c) All actions of the Board must be voted upon and approved by a majority of the Board and ratified by a majority of the members in attendance at the meeting the action is presented.
- (d) Coordinate with the President, the approval of all communications prior to dissemination to members
- (e) Carry out any such responsibilities as may be required under the California Nonprofit Corporation law or State or Federal laws, or such contractual requirements as may exist which affects the operation of the CSDFEA.

**Any Regular member of the CSDFEA, in good standing and has paid his or her annual dues, is eligible to serve as an Officer or Director of the CSDFEA. Reference [CSDFEA Bylaws](#) for additional information.**

**If you have any questions about the position descriptions and/or the election process, please send inquiry to [csdfea@sdcounty.ca.gov](mailto:csdfea@sdcounty.ca.gov).**



COUNTY OF SAN DIEGO  
FILIPINO-AMERICAN  
EMPLOYEES' ASSOCIATION

*Together We Can Make A Difference*