



PACR Officer Guidelines

PRESIDENT-ELECT

Term	Responsibilities	Candidate Qualifications
<p>One year as President-Elect, succeeded by one year as President, succeeded by one year as Past-President.</p>	<p>Chair the Finance Committee</p> <p>Assist the President and Vice-President in their duties.</p> <p>Appoint standing committee chairs for his/her term of office and appoint one member to the current Program Committee.</p> <p>Prepares a budget for his/her upcoming term.</p> <p>Shall assist the President as requested and Provide advice and guidance to the Executive Committee.</p>	<p>a. The candidate must be an active member in good standing of PACR</p> <ul style="list-style-type: none"> • The candidate must be a member of PACR for at least one year before being eligible to hold an elective office. <p>b. Term of office – shall be for one year or until his successor has been elected and qualified</p> <p>c. The term of office shall coincide with the calendar year of the PACR</p>

Vice- President

Term	Responsibilities	Candidate Qualifications
<p>One year</p>	<p>Assume the duties of the President in his/her absence.</p> <p>Shall complete the unexpired term of the President in the event of vacancy.</p> <p>Shall assist the President in carrying out his/her duties.</p> <p>Shall plan and execute ways and means to add monies to the treasury of the Association.</p>	<p>a. The candidate must be an active member in good standing of PACR</p> <ul style="list-style-type: none"> • The candidate must be a member of PACR for at least one year before being eligible to hold an elective office. <p>b. Term of office – shall be for one year or until his/her successor has been elected and qualified</p> <p>c. The term of office shall coincide with the calendar year of the PACR</p>

SECRETARY

Term	Responsibilities	Candidate Qualifications
<p>One year</p>	<p>Keeps a permanent record of all the proceedings of all PACR Executive Committee and Association meetings.</p> <p>Distribute the Annual meeting minutes to the membership.</p> <p>Conduct the general correspondence of PACR.</p>	<p>a. The candidate must be an active member in good standing of PACR</p> <ul style="list-style-type: none"> • The candidate must be a member of PACR for at least one year before being eligible to hold an elective office. <p>b. Term of office – shall be for one year or until his/her successor has been elected and qualified.</p> <p>c. The term of office shall coincide with the calendar year of the PACR.</p>

TREASURER

Term	Responsibilities	Candidate Qualifications
Two years	<p>Receives income and approves disbursements of Association money and assures accurate record keeping of accounts and financial records.</p> <p>Provides quarterly reports to the Executive Committee.</p> <p>Provides a financial statement at the Annual Meeting.</p> <p>Financial records presented for audit at the end of each calendar year with a written report to the Executive Committee.</p>	<ol style="list-style-type: none">a. The candidate must be an active member in good standing of PACR<ul style="list-style-type: none">• The candidate must be a member of PACR for at least one year before being eligible to hold an elective office.b. Term of office – shall be for two years or until his/her successor has been elected and qualifiedc. The term of office shall coincide with the calendar year of the PACR

Nominating Committee Member (Three elected yearly)

Term	Responsibilities	Candidate Qualifications
One year	<p>Serves as a member of the PACR Nominating Committee.</p> <p>Solicit nominations for each office from active members in good standing.</p> <p>Conduct the election.</p>	<ol style="list-style-type: none">a. The candidate must be an active member in good standing of PACR<ul style="list-style-type: none">• The candidate must be a member of PACR for at least one year before being eligible to hold an elective office.b. Term of office – shall be for one year or until his/her successor has been elected and qualifiedc. The term of office shall coincide with the calendar year of the PACR