

---- Article 7: Duties of Officers ----

- Section 1: *President:* The President shall preside at all general meetings of the Association and shall be an ex-officio member of all committees, excluding the Nominating and Auditing Committees.
- Section 2: *Vice President:* The Vice President shall assist the President in performing the duties of that office and shall execute the duties of the President in his/her absence.
- Section 3: *Secretary:* The Secretary shall keep accurate records and properly maintain any and all transactions between the Association and its members, to include preparation of the membership list.
- Section 4: *Treasurer:* The Treasurer shall be responsible for the funds of the Association and shall pay all claims against the Association, approved by the members at the general meeting. The Treasurer shall keep accurate accounts so that the Association can be apprised of its financial condition at any time. The Treasurer shall ensure the financial data is provided to a tax preparer so it can be filed properly with the IRS. A written Treasurer's Report shall be given at all general meetings, including itemized expenditures over one hundred dollars (\$100.00).
- Section 5: *Assistant Treasurer:* The Assistant Treasurer shall have the authority to sign all financial transactions and documents in the absence of the Treasurer. The Assistant Treasurer shall also assist the Treasurer in performing the duties of that office and shall execute the duties of the Treasurer in his/her absence.
- Section 6: *Patrol Captain:* The nominee for Patrol Captain shall be taken from those active patrollers and/or base operators who are in good standing with the Association. The Patrol Captain shall:
- a) Be responsible for the neighborhood watch patrol.
 - b) Oversee the training of all patrollers and base operators.
 - c) Be responsible for all patrol equipment, to ensure that it is in proper working order.
 - d) Be required to maintain a current inventory list.
 - e) Work closely with the Del City Police and Fire Departments.

The patrol captain shall present a report of the patrol's activities at all general meetings.