



Executive Board Volunteer Positions

Volunteer Positions (click below for more information):

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[President](#)
[Secretary](#)

[Treasurer](#)
[Communications](#)
[Hospitality](#)
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All positions are for a term of 1 year, unless otherwise specified. (July 1 – June 30)

President, executive board

The President shall preside at all meetings of the Board of Directors and serve as the Chairperson of the Board of Directors. The President shall have and exercise general charge and supervision of the affairs of the Corporation. The President shall appoint the chairs and members of all standing and temporary committees, subject to the review of the Board of Directors, shall facilitate the issuance of a meeting agenda prior to all meetings, shall represent the Corporation at YPAS functions and groups as needed; and shall perform such other duties as this Code of By-Laws provides or as may be assigned by the Board of Directors.

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Fundraising, VP executive board

The Vice President of Fundraising shall exercise and perform all powers of, and perform duties incumbent upon, the President during the absence or disability of the President. The Vice President of Fundraising shall oversee all fundraising activities as approved by the Board of Directors and oversee charitable gaming operations; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Membership, VP executive board

The Vice President of Membership shall exercise and perform all powers of, and perform duties incumbent upon, the President during the absence or disability of the President and the Vice President of Fundraising. The Vice President of Membership shall oversee the membership roster and coordinate the solicitation of members and the collection of membership dues; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Secretary, executive board

The Secretary or the Secretary's designee, shall give notice of each meeting of the Board of Directors and of any standing committee of the Corporation as to which notice is required; shall record minutes of the Corporate record books kept for that purpose, shall have custody of the records of the Corporation; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Treasurer, executive board

The Treasurer shall keep correct and complete records of account, showing accurately at all times the financial condition of the Corporation and all financial transactions related to the Corporation. The Treasurer shall be the legal custodian of all monies, notes, securities and other valuables that may from time to time come into the possession of the Corporation. All funds of the Corporation coming into the Treasurer's hands shall be immediately deposited in some reliable bank or other depository to be designated by the Board of Directors and shall keep such bank account in the name of the Corporation. The Treasurer shall furnish at meetings of the Board of Directors, or whenever requested, a statement of the financial condition of the Corporation. The Treasurer shall pay all expenditures duly authorized with all expenditures in excess of \$1,000 paid with checks signed by two Board members. The Treasurer, with the assistance of such accountants as may be necessary shall be responsible for ensuring that all tax returns are timely filed and shall issue all required tax documents; and shall perform such other duties as may be specified from time to time by the Board of Directors. All books, records and vouchers of the Corporation shall be open to the inspection of any member of the Board of Directors.

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Communications Chair

The Chair, Communications, shall maintain the website and social media platforms, create and distribute a monthly newsletter and issue such notices of meetings and events as needed; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Hospitality Chair

The Chair, Hospitality, shall coordinate all hospitality events and volunteer sign-up processes for Corporation events and provide event notices at meetings; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Scholarship Chair

The Chair, Scholarships, shall chair the Scholarship committee and coordinate the process for the Producers Scholarships and report to the Board of Directors on the status of the scholarship process; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Spiritwear Chair

The Chair, Spirit Wear, shall coordinate the purchasing/inventor of YPAS Spirit Wear and coordinate the sale of YPAS Spirit Wear at events and over the internet and maintain appropriate inventory and sales reports; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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Volunteer Chair

The Chair, Volunteer, shall work with the board to recruit and coordinate volunteers for events and requested needs of YPAS and The Producers, Inc and shall also maintain volunteer hour records providing thank you acknowledgment to our volunteers; and shall perform such other duties as may be specified from time to time by the Board of Directors.

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