

DUTIES OF NNOA OFFICERS

PRESIDENT: The President shall be the head of the Association and in such capacity shall be the Chief Executive Officer of the Association and represent the Association in all matters pertaining to its affairs. The President shall preside over meetings of the National Conference and the Board of Directors. The President shall appoint all necessary committees, and shall perform such other duties as are usually incident to the office. The President may appoint an Executive Assistant or any other persons for the corporation, as the President deems necessary for the efficient operation of this Association. If this appointee is to be compensated for his/her services, the appointment must be approved by the Board of Directors. The President shall appoint a Judge Advocate who shall be the legal advisor to the President, the Board of Directors and the Standing Committees of the Association. The President shall submit an annual report of the Association for the activities of the year to the Secretary of the Department of Homeland Security, the Secretary of the Navy, the Chief of Naval Operations, the Commandants of the Marine Corps and the Coast Guard. Subject report shall be submitted within thirty (30) days of the close of the fiscal year.

EXECUTIVE VICE PRESIDENT: The Executive Vice President shall act as the President's representative on all matters referred to him or her. The Executive Vice President, at the request of the President, shall preside over meetings of the General Assembly, the Board of Directors, committees, and shall perform such other duties as are incident to the office. The Executive Vice President shall advise the president on matters of policy and procedure concerning the Association and its chapters. The Executive Vice President shall assume the duties of the President in the event of absence, death, inability to serve or resignation.

REGIONAL VICE PRESIDENTS: The Regional Vice Presidents shall act as representatives of the President and, at the President's request, shall preside over meetings of the General Assembly and the Board of Directors, and shall perform such other duties as described in the Bylaws, Bylaws of Incorporation or the Operations Manual. The Regional Vice Presidents shall be responsible to the Board of Directors for the effective and efficient functioning of the chapters and members-at-large. They shall act as official liaison between the chapters and the Board of Directors. The Regional Vice Presidents shall maintain oversight of chapters' activities, providing direction and encouragement for chapter and members-at-large involvement in activities that further the goals of the NNOA. The Regional Vice Presidents shall attend the meetings of the Board of Directors. The Regional Vice Presidents shall offer advice as necessary to the President on improvements to and changes constructive to the operation of the NNOA.

SECRETARY: The Secretary shall maintain or cause to be maintained the records of all proceedings and of all matters essential to the work of the Association, and perform such other duties as are described in these Bylaws and the Operations Manual or as may otherwise be directed by the Board of Directors or the President.

TREASURER: The Treasurer shall supervise or cause to be supervised, the administration of all funds and securities of this Association and shall make or cause to be made, regular accounts thereof. The Treasurer shall coordinate matters of finance between the President and the Board of Directors and shall make, or cause to be made, periodic written financial reports. The Treasurer shall perform advisory functions as described in these Bylaws and the Operations Manual. The Treasurer shall furnish a surety bond in an amount fixed by the Board of Directors.

REPRESENTATIVES/AFFILIATES: The Service Representatives, Reserve Representative, and Retired Representative shall be responsible for assuring that the needs and concerns of their respective constituents are presented to the Board of Directors with recommendations for appropriate action. They shall provide liaison, as appropriate, between the President, Board of Directors and their respective constituents; keep the Board updated on programs, which affect the minority officers in the respective service; and assist in the development and implementation of association programs that enhance and assist in the minority officer recruitment, career development and retention programs. There shall be three Service Representatives, one each from the Coast Guard, Marine Corps and Navy, one representative from the reserve community and one representative from the retired community.

MEMBERSHIP DIRECTOR: The Membership Director shall be responsible for the implementation of programs designed to maintain and promote the membership of the Association at the maximum obtainable potential. He shall chair the Membership committee and be responsible for maintaining a complete and up-to-date membership roll. The Membership Director shall be a contact point for all members who transfer from one chapter in locating or affiliating with another chapter.

CHAPLAIN: The Chaplain shall perform divine and non-sectarian services at all meetings of the Association and shall conduct such ceremonies as may be required.

PUBLIC AFFAIRS OFFICER: The Public Affairs Officer shall cause the planned dissemination of information pertaining to the activities of all elements of the Association, through news releases, special articles and bulletins. The Public Affairs Officer shall cause to be published the official publication of the Association. The Public Affairs officer shall also be responsible for furthering contacts between elements of the Association and the news media with the objective of broadly publicizing information about the endeavors of the Association.