

**While the primary duties of officers are detailed in the bylaws to the Constitution ([Section XII](#)), informal duties are denoted here with an asterisk (\*).**

## **12.2 Elected Officials**

### **12.2.1 Duties of the President (elected for a 2-year period)**

The President shall:

- (i) be the principal officer of IASSIST;
- (ii) provide leadership and guidance in the realization of IASSIST'S objectives;
- (iii) give notice to the membership of and preside at all meetings, in-person or virtual, of the General Assembly and of the Administrative Committee.
- (iv) act as Chair and participate as a voting member at both in-person and virtual meetings of the Administrative Committee and the Executive Committee;
- (v) represent IASSIST in its dealings with external bodies and agencies, particularly those at the international level; and
- (vi) report on the state of IASSIST at each annual Business Meeting of the General Assembly.
- (vii) serve as an ex-officio member of the IQ Board.\*
- (viii) represent IASSIST in official or invited events.\*

### **12.2.2 Duties of the Immediate Past President**

The immediate Past President shall:

- (i) provide leadership and guidance in the realization of IASSIST'S objectives;
- (ii) participate as a voting member at both in-person and virtual meetings of the Administrative Committee, the Executive Committee, and the Achievement Award Committee; and
- (iii) act as Chair of the Elections Committee or designate someone to do so on their behalf.

### **12.2.3 Duties of the Vice-President (elected for a 2-year period)**

The Vice-President shall:

- (i) perform duties and exercise the powers of the President in the absence or disability of the latter;
- (ii) assist the President in recommending measures to further the objectives of IASSIST;
- (iii) participate as a voting member at both in-person and virtual meetings of the Administrative Committee and the Executive Committee;
- (iv) participate at the annual Business Meeting, all meetings of the Administrative Committee and the Executive Committee, and in any other business carried out via the Administrative Committee's email and/or remote communication throughout the year; and
- (v) in the event of the resignation, death, or incapacity of the President, succeed as Acting President for the duration of the President's term.
- (vi) serve as an ex-officio member of the IQ Board.\*
- (vii) serve as a member of the Membership Committee.\*

#### **12.2.4 Duties of the Regional Secretaries (elected for a 2-year period)**

The Regional Secretaries shall:

- (i) be the primary officers of IASSIST in their respective regions, working closely with the President and Executive Committee of IASSIST;
- (ii) provide engagement, leadership, and guidance in the realization of IASSIST's objectives in their respective regions;
- (iii) represent IASSIST in its dealings with external bodies and agencies, particularly those at the national level;
- (iv) represent the professional interests of IASSIST members in their respective regions, advocate those interests to members of the Administrative Committee, and submit an annual report to the General Assembly with the support of Members at Large of one's region;\* (addition to the Constitution statement is with the support of Members at Large of one's region)
- (v) serve as members of the Standing Committee on Membership;
- (vi) participate as a voting member at both in-person and virtual meetings of the Administrative Committee;

(vii) participate at the annual Business Meeting, all meetings of the Administrative Committee, and in any other business carried out via the Administrative Committee's email and/or online conferencing throughout the year;

(viii) work closely with the chairs of the program committee and/or local arrangements committee when the annual conference is to be held in their region; and

(ix) serve as part of the leadership of a regional chapter for their region or sub-region, if one exists, serving as liaison between the parent organization and the regional chapter, maintaining appropriate documentation of regional chapter operations and ensuring proper alignment between the chapter activities and the goals and objectives of IASSIST, in line with IASSIST Regional Chapter Policies and the Chapter Affiliation Agreement.

#### **12.2.5 Duties of Members at Large (elected for a 4-year period)**

Members at Large shall:

(i) participate in the Business Meeting of the General Assembly and as a voting member of the Administrative Committee, and in any other business carried out via the Administrative Committee's email and/or online conferencing throughout the year;

(ii) provide input and support to IASSIST by providing ideas, feedback, and interests from the point of view of their region;

(iii) participate in ad hoc working groups to address tasks delegated by the Administrative Committee or the Executive Committee;

(iv) work with the Regional Secretary in promoting IASSIST and its objectives;

(v) provide input into the annual regional report;

(vi) support the work of the annual conference local arrangements committees and/or program planning committees to support the conference, as feasible; and

(vii) support the work of the regional chapter, if one exists, at the direction of the regional secretary or governing body of the chapter and in line with IASSIST Regional Chapter Policies and the Chapter Affiliation Agreement.

#### **12.2.6 Duties of the Secretary (elected for a 4-year period)**

The Secretary shall:

(i) attend as a voting member at both in-person and virtual meetings of the Administrative Committee, the Executive Committee, and meetings of the General Assembly;

- (ii) record all facts and minutes of all proceedings, including a record of votes and decisions carried out in-person or by email;
  - (iii) gather materials related to the Annual IASSIST Business meeting, including minutes, documents, and reports;\*
  - (iv) submit appropriate documents and reports to the Archive after the Annual Conference;\*
  - (v) assist the President with rules and procedures for running the meeting;\*
- and
- (vi) perform duties as necessary to support the work of the organization.

#### **12.2.7 Duties of the Treasurer (elected for a 4-year period)**

The Treasurer shall:

- (i) attend as a voting member at both in-person and virtual meetings of the Administrative Committee, the Executive Committee, and meetings of the General Assembly;
- (ii) have the custody of the funds and securities of IASSIST and shall keep full and accurate accounts of receipts and disbursements in books belonging to IASSIST and shall deposit all monies and other valuable effects in the name and to the credit of IASSIST and in such depositories as may be designated by the Administrative Committee;
- (iii) disburse the funds of IASSIST as may be ordered by the Administrative Committee;
- (iv) render to the Administrative Committee at its various meetings, or whenever the members of the Administrative Committee may require it, an account of all his/her transactions as Treasurer and of the financial position of IASSIST;
- (v) prepare a written report for submission to the General Assembly at its annual meeting;
- (vi) provide the Standing Committee on Membership and the Elections Committee with an up-to-date report of members in good standing for the current year in each of the geographic regions;
- (vii) perform such other duties as may from time to time be determined by the Administrative Committee;
- (viii) steward the funds required by regional chapters and paid by their members toward activities of the regional chapter according to the needs outlined in the approved

IASSIST budget and in line with IASSIST Regional Chapter Policies and the Chapter Affiliation Agreement; and

(ix) confirm a quorum as required for voting.

(x) For one year after the election of a new treasurer, the Past Treasurer will attend as a non-voting member of the Administrative Committee and serve as an advisor to the Treasurer.\*

## **12.3 Appointed Officials**

### **12.3.1 The Regional Treasurers shall:**

(i) be appointed by the President with the approval of the Administrative Committee for a term of four years which may be renewed;

(ii) assist the Treasurer in maintaining an up-to-date membership database for their region;

(iii) perform such other duties as may from time to time be determined by the Treasurer; and

(iv) assist the Treasurer to steward the funds required by regional chapters and paid by their members toward activities of the regional chapter according to the needs outlined in the approved IASSIST budget and in line with IASSIST Regional Chapter Policies and the Chapter Affiliation Agreement.

### **12.3.2 The Editor of the IASSIST Quarterly shall:**

(i) be appointed by the President of IASSIST, on the advice of the Standing Committee on Communications and with the consent of the Administrative Committee, for a term of four years which may be renewed;

(ii) attend as a non-voting member both in-person and virtual meetings of the Administrative Committee;

(iii) serve on the Standing Committee on Communications; and

(iv) be responsible for the regular preparation, publication, and distribution of the IASSIST Quarterly, and;

(v) schedule and officiate over IASSIST Quarterly board meetings.\*

### **12.3.3 The Web Editor shall:**

- (i) be appointed by the President, on the advice of the Standing Committee on Communications and with the consent of the Administrative Committee, for a term of four years which may be renewed;
- (ii) attend as a non-voting member both in-person and virtual meetings of the Administrative Committee;
- (iii) serve on the Standing Committee on Communications; and
- (iv) be responsible for developing, maintaining, and providing access to the IASSIST website, web applications, and web-based communications and publications.

**12.3.4 The Chair/s of the Program Committee for the Annual Conference shall:**

- (i) be appointed by the President of IASSIST with the consent of the Administrative Committee;
- (ii) set up a committee to organize the program for the designated annual conference in coordination with the Local Arrangements Committee;
- (iii) be responsible for keeping the Administrative Committee regularly informed of all preparations; and
- (iv) work closely with the Regional Secretary in the region in which the annual conference is to be held.

**12.3.5 The Chair/s of the Local Arrangements Committee for the Annual Conference shall:**

- (i) be appointed by the President of IASSIST with the consent of the Administrative Committee;
- (ii) set up a committee to organize the local arrangements for the designated annual conference in coordination with the Chair of the Program Committee;
- (iii) be responsible for keeping the Administrative Committee regularly informed of all preparations; and
- (iv) work closely with the Regional Secretary in the region in which the annual meeting is to be held.

**12.3.6 The Archivist shall:**

- (i) be appointed by the President with the approval of the Administrative Committee for a term of four years which may be renewed;

- (ii) attend as a non-voting member both in-person and virtual meetings of the Administrative Committee;
- (iii) solicit and obtain records and other documentary materials from former and current officers and from the general membership to document the policies, procedures, and transactions of IASSIST;
- (iv) maintain these materials in an archive or arrange for their orderly transfer to another archive designated by the Administrative Committee; and
- (v) take action to promote the use of these materials.

=====

Most officer duties are from the [Constitution](#). Items with an asterisk are not in the Constitution.

14 October 2025