

Position	President
Term	One year
Renewable	No
Voting member	No – unless to break tie May make motions
Duties	<ul style="list-style-type: none"> ➤ Coordinates the affairs of the Society ➤ Presides over all business and council meetings. ➤ Calls council meetings at convenient intervals ➤ Create and terminate standing committees with the advice and approval of the Council ➤ Appoints chair of each standing committee ➤ In the case of a vacancy in any of the offices, except President, nominates replacement. ➤ Serves as SOA representative at events (Statehood Day, History Day) ➤ Serves on the Strategic Planning Committee.

Position	Vice President (President Elect)
Term	One year (election year coincides with president’s term)
Renewable	No
Voting member	Yes
Duties	<ul style="list-style-type: none"> ➤ Shall perform the duties of the president in case the president is absent or incapacitated ➤ Attends quarterly meetings ➤ In the event of a vacancy in the presidency, Vice President assumes office for the remainder of the term. May run for another term of the office immediately following first term ➤ Serves on the Educational Programming Committee ➤ Provides quarterly committee updates at council and business meetings

Position	Treasurer
Term	Two years (election year alternates with Secretary)
Renewable	Yes - unlimited
Voting member	Yes
Duties	<ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Follows budget approved by council ➤ Has custody of all monies belonging to the Society ➤ Makes payments but only on the authority of council ➤ Files SOA state and federal taxes ➤ Serves on the Membership Committee ➤ Collects membership dues ➤ Keeps an accurate list of members – made available on the website ➤ Provides a financial and membership report at the annual meeting

Position	Secretary
Term	Two years (election year alternates with Treasurer)
Renewable	Yes - unlimited
Voting member	Yes
Duties	<ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Takes minutes at council and annual business meetings ➤ Ensures special deliberations of council (ie. In-between council actions) are recorded in the next council or business meeting minutes ➤ Sends minutes to SOA website manager (PIC chair) for posting ➤ Serves as the archivist of the Society. Records shall be transferred to the secretary as their terms expire

Position	Past-President
Term	One year
Renewable	No
Voting member	No – ex-officio member
Duties	<ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Serves as Chair of the Nominating Committee ➤ Serves on the Strategic Planning Committee ➤ Provides quarterly committee updates at council and business meetings

Position	Editor, <i>Ohio Archivist</i>
Term	Three years
Renewable	No
Voting member	No – ex-officio member
Duties	<ul style="list-style-type: none"> ➤ Appointed by Council ➤ Attends quarterly meetings ➤ Coordinates with OHC liaison regarding publication schedule ➤ Recruits and coordinates with assistant editors ➤ Responsible for content development ➤ Ex-Officio member of the Marketing and Communication Committee

Position	Council Member
Term	Two years (Two members – one elected at each annual meeting)
Renewable	No
Voting member	Yes
Duties	<ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Attends committee meetings of choice ➤ Provides quarterly committee updates at council and business meetings