



Minnesota D.A.R.E. Officer's Association

Positions

Second Vice President

- Perform all duties of the First Vice President during the absence of that officer
- Assist President and the First Vice President in carrying out the objectives and goals of the Association
- Perform all tasks delegated by the President and/or the First Vice President
- Coordinate training site locations
- Arrange hotels
- Meeting area
- Meals
- Family activities
- Work with host agency
- Authorized signer on the Association bank account(s)

Treasurer

- Keep a complete and accurate record of all money received and disbursed by the Association
- Prepare all checks and make sure all checks are properly cosigned
- Prepare an annual report
- Provide financial report at all board meetings
- Maintain an up-to-date membership roster
- Responsible for registration at Association conferences
- Responsible for pre-registration at Association conferences
- Setup yearly budgets
- Maintain accurate bank records
- Reconciling account
- Updating authorized signers
- Purchase conference supplies for officers
- Invoice officers/agencies for services provided by Association
- Perform all tasks designated by President
- Authorized signer on the Association bank account(s)

Members at Large (5 positions)

- Serve on committees
- Conference
- Conduct Essay contest
- Send out forms
- Collect and judge entries
- Select a winner
- Pinewood Derby
- Running event
- Obtaining track
- Obtaining prizes
- Role Model Scholarships
- Send out forms
- Collecting and judge entries
- Select a winning
- Assist with Registration
- Car Show
- Act as Secretary in his/her absence
- Other duties assigned by President