**UAFCS Appointed Positions**

**Secretary**

-Shall be appointed annually by the president and approved by the board of directors and shall assume office following the UAFCS annual meeting.

-The secretary shall be an active, supporting, emeritus, or reserve member.

-The Secretary Shall

1. Be a member of the board of directors and executive committee;

2. Be responsible for minutes of all meetings of the board of directors and the executive committee;

3. Conduct such correspondence as the governing bodies shall direct, and shall act as parliamentarian.

**Advisor**

-Shall be the immediate past president and will serve a one year term.

-The advisor shall be an active, supporting, emeritus, or reserve member.

-The Advisor Shall:

1. Be a member of the executive committee and board of directors;

2. Be chairman of the bylaws committee and responsible for assuring that the Affiliate functions according to the bylaws.

**Newsletter Editor**

-Shall be appointed annually by the president and approved by the board of directors.

-The newsletter editor shall assume office following the UAFCS annual meeting.

-The newsletter editor shall be an active, supporting, emeritus, or reserve member.

-The Newsletter Editor shall:

1. Be a member of the board of directors and the executive committee, and shall be responsible for the publication of the state association s newsletter according to Article XI.

**Legislative Representatives**

-Shall be appointed for a two year term on odd years by the board of directors and shall assume office following the annual UAFCS meeting.

-The Legislative Representatives Shall:

1. Be members of the board of directors and responsible to represent the state association at the Utah Women's State Legislative Council. Shall report to the board on legislative issues related to home and family.

**Development Committee Chair**

-Shall be appointed by the president for a two year term and shall be an active, supporting, emeritus, or reserve member.

**Historian**

-Shall be appointed by the president for a one year term and shall be an active, supporting, emeritus, or reserve member.

-The Historian Shall:

1. Be a member of the board of directors.

2. The historian shall keep a current history, take photographs of key events, and be the custodian of the associations historical materials.

**Scholarship and Awards Committee**

-Shall consist of three members.

-The current president shall appoint two new members in even numbered years and one new member in odd numbered years.

-The president will appoint a chairperson each year from among the committee members.

-Each member will serve a term of two years, with one senior member to be appointed as chair to provide continuity of leadership, objectives, and follow through for award recipients.

-They shall assume office following the annual UAFCS meeting after their appointment.

-Committee members shall be active or supporting members.

-The Awards Committee Shall:

1. Identify members to receive awards, prepare and present awards at the state annual meeting. The committee will assist state winners to prepare their nomination papers and/or presentation for national competition. The committee will work closely with professional sections representatives to select appropriate award recipients from their respective section members.

**International Representative**

-Shall be appointed by the president for a one year term and shall be an active, supporting, emeritus, or reserve member

**Research Journal Committee**

-Consist of a minimum of four members who will each serve a two year term.

-Two members will retire off the committee each year and the current president twill appoint two new members as well as a chairperson.

-Membership of the committee will include representation from no less than two postsecondary institutions.

-Committee members shall be active, supporting, emeritus, or reserve members.

**Other Ad Hoc Committee Appointments**

-Shall be made by the president as needed.

**Treasurer**

-Shall be appointed by the president and approved by the board of directors and shall assume office following the UAFCS annual meeting after his/her appointment.

-The treasurer shall be an active, supporting, emeritus, or reserve member.

-The Treasurer Shall:

1. Be a member of the board of directors and executive committee;

2. Be responsible for financial records of the Affiliate;

3. Make a financial report to the membership at the annual business meeting, to the board of directors and for publication in the newsletter. At such time as the treasurer may be unable to act, the president as deputy treasurer shall act as the treasurer (see article XII). The treasurer shall also notify life members of AAFCS dues payable at the beginning of the fiscal year and shall be responsible for filing the appropriate tax forms with IRS.