

(a) Keep all records of the Association, record the minutes of each business meeting and issue timely notices of meetings called by the President.

(b) Maintain a factual information record of the affairs of the Association and shall keep the roster of Past Presidents of the Association up to date and publish it at the State Annual Convention.

(c) Send to the Historian such records of a historical nature for inclusion in the perpetual *History of the Georgia Military Officers Association of America*.

**Section 5:** The Treasurer shall:

(a) Receive all money paid in for dues or received from other sources, and shall deposit all monies received in the name of the Association in such bank designated by the President. All disbursements shall be made by check and only for such amounts as are authorized in the budget or approved by the Board of Directors. The Treasurer shall keep and maintain the necessary books of account. An audit of the Association's books of account will be conducted annually. The Treasurer shall maintain the Association's financial records in such condition as to permit examination when required.

(b) Forward the fee fixed by law for the annual registration to the Secretary of State, Corporations Commissioner, State Capitol, Atlanta, Georgia, together with certified statement for Annual Registration of a Corporation not later than the first of April each year.

**Section 6:** The Director for Legislative Affairs shall:

(a) Be responsible for both state and national legislative affairs that have an impact on association members and shall keep the President informed of action needed and will seek the President's council in determining and implementing the legislative agenda. The Vice President for Legislative Affairs is authorized to:

(b) Take action necessary to support legislation in the best interest of the association members.

(c) Work with other organizations (such as MOAA and the Georgia Federal/Military Retiree Coalition) in order to accomplish legislative results.

(d) Solicit assistance from individuals in or out of FGMOAA to assist in implementing the Association's legislative program. This includes assisting Chapter Presidents and Chapter Legislative Affairs Officers to get their members voices heard and recorded.

**Section 7:** The Director for Membership and Chapter Development shall be responsible for developing plans and maintaining efforts for the formation of new chapters and their affiliation with MOAA and assisting FGMOAA Chapters to increase their membership.

**Section 8:** The Director for Veteran Services is responsible for keeping the membership aware of state and national services available to members and, upon request, assist chapter Veteran Affairs Officers and other members to insure that members and their survivors have the information necessary to receive the services that they have been earned by those who served.

**Section 9:** The Director for Public Affairs is responsible for securing advertising revenue for the state convention, developing, maintaining and implementing a program of work that will seek out and publicize positive and supportive information about the uniformed services and assist Chapter Public Affairs Officers as requested.

**Section 10:** The Director for Transition Assistance will assist chapters in their efforts to support veterans returning or separating from active service. The incumbent will channel information to chapters about assistance