Available Offices for May 2020 Election

**4.5 DUTIES OF OFFICERS** (From MSA Bylaws)

**4.5.2 President-Elect**

The President-Elect shall:

4.5.2.1 Assist the President in the performance of his/her duties

4.5.2.2 Preside in the absence of the President at meetings of this Society where the President usually presides.

4.5.2.3 Represent the President at other meetings and functions when requested by the President to do so.

**4.5.3 Vice President**

The Vice President shall:

4.5.3.1 Assist the President and President Elect in the performance of their duties.

4.5.3.2 Preside in the absence of the President and President-Elect at meetings of this Society where the President usually presides.

4.5.3.3 Represent the President at other meetings and functions when requested by the President to do so.

**4.5.6 Treasurer**

The Treasurer shall:

4.5.6.1 Act as the official custodian of all monies, securities, and valuable papers of this Society as the Executive Committee may require, and supervise their deposit in banking institutions.

4.5.6.2 Be responsible for a detailed accounting of all receipts and disbursements of the Society.

4.5.6.3 Pay all authorized obligations of this Society by vouchers signed in his/her official capacity and countersigned by the President, President Elect, or Secretary.

4.5.6.4 Submit at each annual session a proposed budget for the ensuing fiscal year, which has been previously approved by the Executive Committee, as well as a report, which may be unaudited, concerning the financial transactions of this Society during the immediate preceding fiscal year, the funds in his/her care, and his/her actions as Treasurer. Included in this report shall list the number of members of the Society who applied for and had their dues waived / not waived.

4.5.6.5 Submit to the Executive Committee at its meeting next following the annual session and to the membership at the next semi-annual meeting, an audited financial statement of transactions during the immediately preceding fiscal year.

4.5.6.6 Perform such duties as are provided in these Bylaws.

**5.3.2 Delegates**

The Delegates shall represent this Society in the House of Delegates of The American Society of Anesthesiologists, Inc. and are charged and entrusted as follows:

5.3.2.1 Whenever possible to counsel with the officers of this Society on all matters pending in the House of Delegates of The American Society of Anesthesiologists, Inc. in the interest of making certain that actions taken by that body are in accord with the best interests and desires of this Society.

5.3.2.2 To attend each meeting of the House of Delegates of The American Society of Anesthesiologists, Inc. or to make certain that this Society is represented thereat.

5.3.2.3 If a Delegate fails in his/her responsibility either by not attending meetings of the House of Delegates of the American Society of Anesthesiologists, Inc. without giving sufficient cause, or by not notifying his/her Alternate or Secretary of this Society of his/her possible or impending absence from such meeting within a reasonable time, his/her office shall be declared vacant, and he/she shall be ineligible for election to any office in this Society for the three ensuing years.

INFORMATIONAL NOTE: An **Alternate Delegate** will be asked to fill in when a Delegate is unable to attend the ASA House of Delegates. They also may serve the ASA House of Delegates as tellers.

**6.4.1 District Representative**

The District Representative shall:

6.4.1.1 Counsel with the members of this District on matters pertaining to the District.

6.4.1.2 Represent the membership of his/her District on the Executive Committee of this Society.

6.4.1.3 Report to the members of his/her District the actions taken and recommendations made at the meetings of the Executive Committee of this Society.

**6.4.2** **Alternate District Representative**

The Alternate District Representative shall represent the District Representative and his/her District when requested to do so by the District Representative.