

- (7) The National Vice President shall be authorized to hire, retain and employ legal counsel as may be required to provide members with representation in the grievance and arbitration process, subject to the approval of the Executive Committee.
  - (8) The National Vice President shall ensure the training and continuing education of all representatives involved in the grievance and arbitration process.
  - (9) The National Vice President shall coordinate and chair a Grievance Review Committee to oversee the disposition of grievances.
- D. Duties of the National Secretary shall include but not be limited to the following:
- (1) The National Secretary shall be responsible for all administrative records of the Association.
  - (2) The National Secretary shall cause to be kept an administrative record of all officers, representatives and appointees.
  - (3) The National Secretary shall notify the Board of Directors, the Executive Committee and the OAL Operation Advisory Panel of any convention or meeting.
  - (4) The National Secretary shall cause to be kept a record of all proceedings at any convention or meeting of the Board of Directors, or at any meeting of the Executive Committee and the OAL Operation Advisory Panel.
  - (5) The National Secretary shall submit a written report of all meetings of the Executive Committee and the OAL Operation Advisory Panel to the Board of Directors within fifteen (15) days following such meeting.
  - (6) The National Secretary shall oversee the National Balloting Committee.
  - (7) The National Secretary shall assist the National President in the preparation of any Annual Report to the members of the APFA.
  - (8) The National Secretary shall administer Article VII procedures.
  - (9) The National Secretary shall update and ensure distribution of the APFA Policy Manual.
  - (10) The National Secretary shall assist in establishing regular training and continuing education programs for representatives of the APFA, and shall maintain the APFA training records of all representatives.

- (11) The National Secretary shall ensure that training and reference materials and Association publications and manuals are maintained.
- (12) The National Secretary shall be responsible for the library of the Association.
- (13) The National Secretary shall establish and maintain lines of communication between members of the Executive Committee, Base Representatives and all administrative departments and committees.
- (14) The National Secretary shall assist the National Treasurer in the discharge of all duties. Should there be a temporary absence in the office of the National Treasurer; the National Secretary may perform the duties of the National Treasurer.

E. Duties of the National Treasurer shall include but not be limited to the following:

- (1) The National Treasurer shall be responsible for the care and custody of the funds and securities of the APFA, receiving all dues, fees and special assessments assigned to the APFA.
- (2) The National Treasurer shall be responsible for all financial records of the APFA.
- (3) The National Treasurer shall cause to be kept a record of the APFA's membership so as to show at all times the number of members in each membership status or classification, their respective places of residence, their post office addresses, their base locations and the date when each person became a member of the APFA and/or changed membership status or classification.
- (4) The National Treasurer shall cause to be kept an individual record of all dues and assessments for each member.
- (5) The National Treasurer shall oversee the APFA Budget Committee and shall assist in the preparation of the annual budget.
- (6) The National Treasurer shall submit the annual budget to the Board of Directors for approval at the Annual Convention.
- (7) The National Treasurer shall advise the Board of Directors and the Executive Committee of any significant change in the financial standing of the APFA.
- (8) The National Treasurer shall submit a monthly financial report to the Board of Directors and to the Executive Committee as provided for in Article IV, Section 4.C of this Constitution.