

7.9 Roles, Responsibilities and Duties of Executive Council Members

7.9.A National President

The National President shall have overall responsibility and authority for managing and directing the internal and external affairs of InspirASIAN and have the authority to exercise the powers as prescribed in these Bylaws. The President shall serve as the presiding officer over all meetings of the Executive Council. The National President shall have the authority to commit financial resources of the organization in the course of managing and directing the business affairs of InspirASIAN.

7.9.C National Operations Officer

The National Operations Officer shall be responsible for organizing, managing, and providing leadership support for all InspirASIAN's programs. This includes overseeing daily operations and ensuring the efficient implementation of key initiatives, such as national programs. The National Operations Officer is responsible for recommending and appointing individual members to serve as National Committee Chairs, and obtaining the Executive Council's confirmation of such appointments. The National Operations Officer shall ensure that events are well-organized, address the needs of the membership, and successfully implement initiatives such as mentorship programs. The National Operations Officer shall work closely with other Employee Group leaders, senior executives, and external partners to foster collaboration. Serve as a liaison between the EG and key stakeholders to integrate initiatives across the organization.

7.9 D National Secretary

The National Secretary shall have chief responsibility for overall management and supervision of InspirASIAN's information and record-keeping and historical information. The National Secretary shall give, or cause to be given, notice of all meetings of the National Board and the Executive Council. The Secretary shall attend all meetings of the Executive Council, the National Board and the Annual Membership meeting of InspirASIAN. The Secretary shall record all votes, actions and the minutes of all proceedings to be kept for that purpose and shall perform like duties for the executive and other communities when required. The Secretary shall be under the supervision of the National President. The Secretary shall collect the lists of local Chapter board members and their officers from the Chapter president on annual basis. The Secretary shall ensure the accuracy, maintenance, documentation of amendments, and provide guidance on the bylaws for InspirASIAN. The Secretary shall perform such other duties and have such other authority and powers as the Executive Council may from time to time prescribe. The National Secretary shall be responsible for organizing and providing oversight management and leadership support for InspirASIAN's National Chair Committee roles as specified in Article X.

7.9.F National Technology Officer

The National Technology Officer shall be responsible for organizing and providing oversight management and leadership support of InspirASIAN's information and system's needs. The National Technology Officer shall also oversee the InspirASIAN Website and all technology applications including, support of the InspirASIAN public website and internal platforms. The National Technology Officer shall be responsible for organizing and providing oversight management and leadership support for InspirASIAN's National Chair Committee roles as specified in Article X.

7.9 H National Membership and Engagement Officer

The National Membership and Engagement Officer shall be responsible for membership growth and engagement, establishing national membership best practices, tracking results of national recruitment efforts, preparing membership tools and programs to be shared with local Chapter membership officers, and providing membership updates and communications to local Chapters and membership. Duties include oversight of Members-at-Large and meeting membership goals set by the National Board. The National Membership and Engagement Officer shall be responsible for organizing and providing oversight management and leadership support for InspirASIAN's National Chair Committee roles as specified in Article X.