

# **Clerk of the Corporation**

Revised January 1996

Approved January 1996

## **Purpose:**

The Clerk of the Corporation is responsible for maintaining the standing of New England Archivists (NEA) as a legal entity, incorporated in the Commonwealth of Massachusetts.

## **Term of Office:**

Indefinite. Appointed by the President with the approval of the Executive Board.

## **Major Duties:**

- Serves as the second signatory for regular NEA accounts and is the alternate signatory for the Treasurer.
- Prepares Annual Report for Commonwealth of Massachusetts.
- Obtains filing fee from the Treasurer.
- Must be a Massachusetts resident because NEA is incorporated within the Commonwealth of Massachusetts.
- Serves as an ex-officio member of the Executive Board.