Duties of the President:
• Must be an impartial judge of the abilities of others and determine where they can make the best contribution.
• Keeps informed of member’s progress and sees that the board is always moving forward.
• Never interjects personal opinions nor dominates the meeting

Duties of the Vice President:
• Presides at meetings and other functions in the absence of the President.
• Must be well informed of the issues and skilled in handling the board’s business.
• Must be prepared to assume the office of President when necessary.

Duties of the Media Spokesperson:
• Establishes contact between the local news media and newspapers.
• Develops news releases related to the Board and distributes them to the media, after fellow Officers approve the wording
• Includes the “who, what, when, where, why and how” – a description of the activity and how it impacts the community.

Duties of the Secretary:
• Takes minutes during each OHIO YAB statewide meeting.
• Takes minutes during each Officer phone call.
• Assists in developing agendas for OHIO YAB meetings and phone calls

Duties of the Parliamentarian:
• Helps to keep the peace
• Helps make sure Board members and Officers listen to one another
• Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized.

Duties of the Treasurer:
• Assists in developing the budget
• Keeps track of board expenses
• Assists in fundraising for the OHIO YAB