



A Message From Our President

ROLES & RESPONSIBILITIES OF

NAHF BOARD

Role: NAHF Secretary Responsibilities:

Reports to the President

Works closely with the President and other staff

Acts as a member of the Executive Board

Maintains records and ensures effective management of organization's records

Works with Treasurer to maintain an up to date email list of all members

Manages minutes of board meetings

Ensures minutes are distributed to members shortly after each meeting

Proficient in articles, by-laws, IRS letters, etc. to note applicability during meetings

Serves as parliamentarian and By-Laws manager of the NAHF

Delegates tasks as needed to competent individuals of the NAHF

Distribution of general communication to membership

Ensures appropriate correspondence from NAHF (Congratulations, sympathy, etc)

Works with the Executive Board in achieving the organization's mission

Participates in Board actions with respect to organizational priorities and concerns

Reviews with the Executive Board any issues of concern to the NAHF

Annually evaluates the performance of the President and the NAHF

Participates closely with the President to develop and implement officer transition plans

Performs other responsibilities as assigned by the Board

Daniel Valenzuela

President

Glendale, Arizona

Sammy Chavira,

Executive Vice President

Legislation & Advocacy

Phoenix, Arizona

Raul Castillo,

Executive Vice President

Public Relations

Fairfax County, Virginia

Randy Rodriguez,

Executive Vice President

Communications

Glendale, Arizona

Alberta Lopez,

Secretary

Denver, Colorado

Ed Davis,

Treasurer

Dallas Texas

Mervin Barrera,

2nd Treasurer

Fairfax County, Virginia

Robert Garcia,

Western Region Vice President

San Diego, California

Charlie Salazar,

Central Region Vice President

Dallas, Texas

Martin Salamanca,

Eastern Region Vice President

Fulton County, Georgia

Sal Morales,

International Region

Vice President

Dallas, Texas

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