



November 6, 2008

Miriam J. Gomez, CJPA President
GHRC ~ INROADS Program
P.O. Box 9490, San Bernardino, CA 92427
Phone: 909-473-2577 Fax: 909-473-2552

Dear CJPA Members,

As was announced at the last California Jail Programs Association meeting, we currently need to fill two Association Officer Positions: Those of Secretary and Treasurer.

If you are interested in either position or would like to submit the name of a qualified member who you think would be interested in a position, please contact me before December 5, 2008. The position duties and requirements are described below:

Duties of CJPA Secretary

- Shall keep accurate minutes of the proceedings of the Association
- Shall write all communications and issue all notices required by Association
- Shall sign Association checks with either the President, Vice-President or Treasurer

Duties of CJPA Treasurer

- Shall hold in trust all funds, bonds and property belonging to the Association
- Shall transfer, invest or deposit the same when required under the laws of the Association or when ordered by a simple majority vote at a meeting of the members of the Association
- If he/she deposits money or property in a savings bank or any other institution, he/she shall not be responsible for its loss by failure of the bank or institution.
- Shall maintain a checking account in a bank to pay such bills of the Association
- All checks drawn shall bear the signature of and two (2) of the following: President, Vice-President, Secretary, Treasurer or Past President.
- Shall file all appropriate reports with all necessary State and Federal agencies annually, or as necessary, in order to insure good standing of Association's non-profit status.
- Shall keep a book in which dues paid by each member are recorded
- File all necessary taxes annually