

Officer Duties

Article V - Officers and Duties

Section 4. Duties of the President

The President shall:

- a. Preside at all meetings of the Club and the Executive Board.
- b. Represent the Club at all times or designate someone as representative in her absence or inability to do so.
- c. Prepare, in conjunction with Standing Committees and the Executive Board, a General Agenda for the Club year.
- d. Appoint all committees except the Nominating Committee. The President shall be an ex officio member of all committees except the Nominating Committee. The President shall also appoint Chairs and Vice Chairs of standing committees as well as a Parliamentarian and Historian.
- e. Co-sign checks by vote of a majority of the Membership or Executive Board.
- f. Appoint an Auditing Committee to audit the Treasurer's accounts and report at the Annual Meeting.
- g. Be an automatic Delegate to the State and National Federation Conventions.
- h. Have available Roberts Rules of Order, as revised.

Section 5. Duties of the Vice President

The Vice President shall perform the duties of the President in her absence. She shall also perform other duties as may be assigned by the President and/or Executive Board.

Section 6. Duties of the Recording Secretary

The Recording Secretary shall:

- a. Keep minutes of all the meetings of the Club and the Executive Board.
- b. Be Custodian of all records, including a current membership roster.
- c. Issue notices and conduct general correspondence for the Club.
- d. Have a copy of the Club, State, and National Bylaws and Standing Rules available at all times.
- e. Perform other duties as assigned by the President or the Executive Board.

Section 7. Duties of the Treasurer

The Treasurer shall:

- a. Be custodian of all Club funds.
- b. Be authorized to co-sign checks.
- c. Disburse funds as directed by the Membership or Executive Board. Present a written report of receipts and disbursements at all meetings
- d. Collect all dues and notify members whose dues are in arrears.
- e. Be a member of the Budget Committee.
- f. Submit an audited annual report to the Executive Board and Membership.

- g. Pay State and National dues for individual members and the Club.
- h. Ensure that all applicable disclosure forms are current and timely submit public disclosure forms/reports to the Public Disclosure Commission and to the Internal Revenue Service as required by law.

Section 8. Duties of the Trustees

- a. Attend all Executive Board meetings.
- b. Serve as Advisor to the President.
- c. Serve as Greeters at monthly meetings.