

DUTIES OF OFFICERS

All positions are important to make the chapter operate properly.
You should operate as a group. It is not a one or two person operation

PRESIDENT: Calls the meetings (Be sure to have 1 Membership and 1 E-Board meeting per quarter to qualify for active status in order to get your rebate)

Appoints committees
Signer on all checks
Presides over meetings (keep the meeting in order, appoint minute taker if Secretary is absent)

VICE-PRESIDENT: Act as President in his/her absence

SECRETARY: Always have the following in his/her possession:

Copy of constitution
Membership List
All communications/correspondence
NOTIFY the assigned Staff Representative and assigned Board of Directors member at least ten (10) days in advance of each Body's meeting (Districts & Assemblies should notify Executive Director)
Take minutes of the meetings
Sign all minutes
Present minutes at next meeting for approval
Give copy of minutes to Treasurer

TREASURER: Keep accurate financial records
File Financial Statements quarterly
Pay expenses only if properly authorized
Signer on all checks
Present detailed Treasurer's Report at meeting for approval
(start where the last accepted report left off)
Sign all Treasurer's Reports
Give copy of Treasurer's Report to Secretary

EXECUTIVE BOARD MEMBERS:
Make sure minutes are accurate
Make sure Treasurer's Reports are accurate

ALL MEMBERS:
Must fill in proper paper work and have necessary receipts when requesting chapter funds

REMEMBER ALL EXECUTIVE BOARD MEMBERS AND OFFICERS MUST BE SURE TO PAY DUES EVEN WHEN OUT ON DISABILITY, WORKERS COMP ETC IN ORDER TO KEEP THEIR OFFICE.