

## **Duties of Officers**

### **A. The President's duties include:**

1. Presiding and maintaining order at all general membership meetings, Board meetings, and social events;
2. Explaining and deciding all questions of order;
3. Announcing all business;
4. Performing such other duties as necessary for Club development;
5. Appointing all committee chairpersons for all Committees;
6. Signing Club checks along with the Treasurer.

### **B. The Vice President's duties include:**

1. In the absence of the President, performing the duties of the President;
2. Assisting the President and performing such duties as prescribed by the Board;
3. Maintaining an inventory of Club assets;
4. Conducting audits of Club assets at least once annually and/or whenever a new person is elected to this position; and
5. Preparing and submitting to the Board a calendar of Club events.

C. The **Secretary's** duties include:

1. Taking accurate minutes at all official meetings of the Club;
2. Providing copies of minutes to all Board members within one week following the meeting;
3. Reading minutes (only if appropriate) of previous meetings and important correspondence;
4. Conducting the general correspondence of the Club under the direction of the President;
5. Keeping attendance records of official meetings of the Board where any business is transacted;
6. Determining voting eligibility of members. Members whose dues are delinquent do not have the right to vote;
7. If a quorum is needed to transact business as identified herein, verifying and documenting that a quorum is present.

D. The **Treasurer's** duties include:

1. Receiving and promptly banking all monies due the Club;
2. Keeping simple bookkeeping records of receipt and expenditure of such funds;
3. Paying bills by Club check for reimbursement of expenses by members. Itemized receipts must be submitted and approved by the Board.
4. Keeping balanced records agreeing with monthly bank statements at all times;
5. Preparing and distributing a monthly financial statement to the Board.