

## **SECTION 6.6 DUTIES OF ELECTED OFFICERS**

The **PRESIDENT** shall:

- Preside over all meetings.
- Sign all contracts and legal documents after approval by the Board.
- Appoint, eliminate or discharge Committees, as the Board deems necessary.
- Supervise and direct the activities of all other members of the Board of Directors.
- Acts as spokesman for the Club, and authorize and monitor all communications to and from the Club.
- Ensure that copies of all Club communications are placed on file with the Secretary.
- Be authorized to sign on Club bank accounts.

The **VICE PRESIDENT** shall:

- Assist the President and other members of the Board of Directors in the performance of their duties.
- Assume the office of President in the event that office is officially or temporarily vacated.
- Negotiate with workshop instructors.
- Be authorized to sign on Club bank accounts.

The **SECRETARY** shall:

- Record the minutes of all regular meetings of the Board, as well as special meetings, and make them available to all Board members within 2 weeks of the meeting.
- Prepare an agenda for each meeting.
- Upon request, provide an approved copy of the minutes of meetings to members.
- Include an attendance and voting report as part of the minutes for each meeting.
- Maintain a current file of all official Club publications, correspondence, etc, including Articles of Incorporation, Bylaws, and all amendments, changes and modifications. These documents shall be the Club's master files.
- Prepare and maintain files on all incoming and outgoing Club correspondence.
- Serve as President in the absence of the President and Vice President.
- Be authorized to sign on Club bank accounts.

## **SECTION 6.6 DUTIES OF ELECTED OFFICERS (cont.)**

The **TREASURER** shall:

- Maintain a financial accounting system adequate to the needs of the Club and consistent with generally acceptable accounting procedures.
- Be accountable for the management and control of all Club funds.
- Prepare written financial reports to be circulated at regular Board meetings and when specifically requested by the Board.
- Present an Annual Financial Report at the Annual Membership Meeting.
- Arrange, as necessary, for a financial audit of the Club's financial records, by a financial professional(s) approved by the Board.
- Be responsible for ensuring all necessary filings and reports required by Federal and State agencies are prepared in a timely manner.
- Ensure that all checks issued bear the signatures of 2 Board members.
- Serve as President in the absence of the President, Vice President and Secretary.
- Be a signatory on all Club bank accounts and ensure only directors holding an elected officer position act as signatory on Club bank accounts.

The **MEMBERSHIP DIRECTOR** shall:

- Maintain accurate and up to date records of the Club's members.
- Provide a current membership report to the Board at regular Board meetings and when specifically requested by the Board.
- Present an Annual Membership Report at the Annual Membership Meeting.
- Provide current membership lists for the Front Desk.
- Oversee the membership renewal process.
- Ensure the collection of dues for new and renewing members.
- Provide support to the Treasurer regarding income from dues.
- Provide support to committees requiring data processing pertaining to members in support of planning and executing activities.
- Serve as President in the absence of the President, Vice President, Secretary, and Treasurer.
- Ensure that membership records are held confidential.
- Be authorized to sign on Club bank accounts