

Responsibilities of Officers

President

- Preside over meetings
- Attend committee meetings
- Hold special meetings
- Prepare agenda for meetings

Vice President

- Preside over meetings due to absence of president
- Contact speakers for meetings
- Attend committee meetings

Secretary

- Record minutes of regular meetings
- Prepare mailings – post cards and meeting minutes
- Prepare membership mailings
- Get mailing inserts from Jim Young

Treasurer

- Collect and record incoming monies
- Account for all income
- Pay bills
- Record membership dues and forward to membership chairperson