

## **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