

Officer Responsibilities

President

- *Presides over all meetings;
- *Prepared agenda for meeting;
- *Appoints committee members or replacements as needed;
- *Upon board approval, may spend \$50 per month; approval of membership required for amounts exceeding \$25.

Vice President

- *Supports president in all endeavors and in her absence presides at the meetings;
- *Assists president in scheduling monthly programs and agenda items;
- *Provides devotional messages or appoints a member to do so.

Secretary

- * Records minutes of all meetings;
- * Submits a copy in a timely manner to president;
- * Provides copies to membership upon request;
- * Maintains membership records-names, address, phone and email numbers;
- * Maintains file of annual objectives and goals as determined by board.

Treasurer

- *Collects and maintains a ledger of all incoming funds;
- *Keeps accurate account of all receipts and expenses;
- *Provides a collection basket for donations at monthly meetings;
- *Gives financial report at monthly meetings;
- *Submits a copy of financial report to president.