

Duties of the Officers

Members should be sitting in groups around a table. The following can be copied as is for each table and members asked to simply put the officer's name beside each duty. Or if preferred, the officer's name and each duty is cut up and members then would arrange the duties under the appropriate officer's name. Regardless of how it is done the task is to arrange under the proper headings the duties of each officer. After an appropriate time has been allotted, then the correct answers are shared. (Give out the corrected sheet and members can correct their own.) A suitable reward always adds a little fun.

President

The president as the chief officer shall:

President-elect

The president-elect shall:

President-elect

The president-elect shall:

Vice-presidents

Secretary(s)

The recording secretary shall

The corresponding secretary (may be appointed) shall attend to correspondence as required.

Treasurer

The treasurer shall:

Past President

The past president shall:

- inform the membership of the position of the league on current issues and priorities and new programs
- become president automatically after serving her elected term as president-elect
- maintain the financial records of the council concerned and have them appropriately audited or examined annually
- be responsible for reports as required
- foster open communication with the spiritual advisor on all league matters
- perform other duties as assigned by the president
- be the chairperson of organization
- initiate policy, in consultation with the officers of the council concerned
- perform such other duties as may be delegated to her by the president
- in the absence or inability of the president-elect to serve, the vice-presidents, in order of rank, shall perform her duties
- preside at all meetings and conventions of the council concerned
- perform the duties of the president in her absence or inability to serve
- provide active leadership
- record the minutes of all meetings and conventions of the council concerned and retain as a permanent record
- be a signing officer for all official documents
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- be the official spokesperson for her council
- facilitate the study and implementation of the constitution & bylaws
- keep fully informed on the operations of the league and report annually to the membership

- be responsible for league development and leadership training
- receive all League monies and pay all accounts as authorized
- in the temporary absence or inability to serve of both the president and president-elect, the first and second vice-presidents shall perform the duties of the president and president-elect respectively
- be an ex officio member of all committees except the nominations and elections committee
- be a signing officer for all official documents
- be responsible for archives and history
- have charge of all papers and records of the council concerned
- present a report of revenues and expenditures at meetings
- perform such other duties as may be incumbent upon her office
- prepare and monitor annual budget
- serve in a consultative capacity
- each vice-president shall:
 - i. Be the chair of a standing committee
 - ii. Perform other duties delegated by the president
- appoint committees