



Duties of Officers

The general duties of the officers are stated in recognized parliamentary authority; general and specific duties are included in the bylaws and standing rules of the particular organization. The following list includes those duties generally considered important for good performance.

ASSIGNMENT: PRESIDENT

*A successful President must understand the organizations purpose and to comprehend the vision of what needs to happen. They are responsible for keeping the organization focused on that purpose and in following the bylaws, as well as making sure responsibilities are being carried out. They lead by example and should recognize that they represent the organization, therefore they should constantly be reaching out and including others. **Their role is one of "Leadership" not "Power".***

1. You are the liaison between the organization and the school. Be professional.
2. Preside and conduct all meetings of the organization. Have a prepared detailed agenda.
3. Open meetings on time as designated. Make sure a quorum is established before doing business.
4. Conduct the meeting but not dominate it; be firm but courteous.
5. Know the rules of correct procedure and use them skillfully. (see Robert's Rules of Order)
6. Know your ruling documents. Have exact obedience to bylaws and other rules and policies.
7. Conduct business in a manner that ensures the right of every member.
8. Meet the demands of the office unselfishly. You lead the organization, but are not the boss.
9. If given the authority, select chairmen, committees, and appoint officers with qualifications for the particular assignment.
10. Leave the chair to debate a motion.
11. Vote as other members in ballot vote; or may vote to break tie in voice vote only.
12. Delegate responsibility and give those delegated the opportunity to do the job.
13. Where bylaws designate, serve as ex-officio (right of office) member of committees.
14. Sign all necessary orders, reports, or financial transactions as defined in the rules of the organization.
15. Acquire and use all tools necessary to the conduct of the office. (Bylaws and other rules of the parent organization; a copy of recognized parliamentary authority; appropriate handbooks, yearbooks, publications, list of officers, chairmen and members.)

ASSIGNMENT: VICE PRESIDENT

*Vice-Presidents become the President's partner, often doing various jobs and helping with the duties of others. They learn many new and different roles, therefore becoming a good candidate for a future President. **Their role is one of support.***

1. Preside in the absence of the President.
2. Assume such other positions of responsibility as may be designated in the bylaws or otherwise prescribed.
3. If the bylaws so indicate, fill a vacancy in the office of President. Vice Presidents, where there be more than one, assume duties in the order of their office (1st V Pres., 2nd V Pres., etc.)

SECRETARY:

*A good Secretary will keep the organization on task by referring back to the agenda during meetings and recording the business of the organization. The secretary must keep an accurate record of the organization's proceedings, recording motions, votes, and action items. **Their role is one of communication.***

1. Send an announcement of the meeting (date and time).
2. Prepare list of unfinished business for President. Works with President to create an agenda.
3. Send the agenda and draft of the Minutes of the previous meeting out to board prior to meeting.
4. Have ready for reference in meetings: minutes, bylaws and policy references, roll of members, other pertinent lists.
5. Take accurate notes of proceedings and transcribe them into permanent form immediately following the meeting. Request that complicated motions be provided in writing, signed by the maker of the motion.
6. Write minutes in brief, carefully worded sentences. Record action items and motions with votes.
7. Sign minutes with your full name. When approved or corrected, sign with date of approval. Write corrections in the margins.
8. Send a copy of minutes to the President (and board) within a reasonable time.
9. Read correspondence if there is no Corresponding Secretary; read reports of absentee members.
10. The Secretary may make motions, debate and vote.
11. Sign with other officers' official papers and documents as prescribed.
12. Call a meeting to order in the absence of the presiding officers and preside over the election of a temporary Chair.
13. Ensure the approved minutes are included in the permanent record of the organization.

TREASURER:

*The Treasurer should have some financial knowledge and the desire to prepare the financials accurately and on time. They should be dependable, detail oriented, and have excellent communication skills. They must be respectful of the office and follow financial procedures with exactness. **Their role is one of accuracy.***

1. Be responsible for all funds.
2. Receive funds systematically and according to the rules.
3. Deposit all monies in such financial institutions as may be approved by the organization or its Board.
4. Disburse funds as designated and keep a schedule of payment obligations.
5. Expend only on proper authority.
6. Keep an accurate account and make such reports as may be desirable. Be prepared to have books audited, and deliver records to successor on time.
7. Include in the report the balance at the beginning of the period, receipts, disbursements and balance on hand at close of period. The Treasurer's report is never adopted; it is referred for audit or placed on file. _
8. Provide copies of the report to the board.