

# Officer Responsibilities and Expectations

**First Vice-President** - acts in place of the president when the need arises and performs those duties assigned to her by the president. A vice-president may be named a committee chairmanship or a committee membership. The first vice-president is frequently in charge of the coordination of the chapter's programs. Often the first vice-president prepares the chapter's yearbook.

**Second Vice-President** - acts in place of the president and the first vice-president when the need arises. Performs duties as assigned by the president. Second vice-president may assign hostess duties to chapter members. Membership may be a responsibility of the second vice-president.

**Recording Secretary** - keeps the minutes of each meeting of the chapter and furnishes the president with a copy of the minutes. The recording secretary is usually responsible for the attendance at the meetings. Minutes should include the official action taken, all terminations of membership by death, resignation, and nonpayment of dues and fees; membership classifications; and summary of the treasurer's report. Minutes should be signed by the president and the recording secretary.

**Corresponding Secretary** - sends thank you notes and all correspondence as delegated by the president.

**Parliamentarian** - acts as an adviser to the president and other officers in matters pertaining to the interpretation of the Constitution and to parliamentary procedures. Parliamentarians are not elected officers and are non-voting members of their chapter's executive board.

**Treasurer** - receives and pays out all monies belonging to the organization; keeps an accurate account of receipts and expenditures; keeps a file of receipts, bills, cancelled checks and bank statements. The treasurer should present a report at each meeting. An important part of the treasurer's responsibilities is to file all tax reports, and submit all dues and fees by the deadline. All bills should be paid by check after they have been approved by the president. The treasurer's records should be audited annually.