
DUTIES OF THE BOARD OF DIRECTORS

PRESIDENT - Shall preside at all meetings and serve as Chairman of the Board of Directors. She shall call regular monthly meetings of the Board of Directors and such special meetings of the Board of Directors as may be necessary. She shall be authorized to create Special Committees and shall appoint members to all Standing and Special Committees (with the exception of the Nominating Committee) and shall designate the Chairman thereof. She shall be one of three officers authorized to countersign all checks. She shall not be a member of the Nominating Committee. She shall in a timely manner prepare and file all documents necessary to protect the Chapter's non-profit status for the fiscal year in which she serves as President.

VICE - PRESIDENT - Shall perform the duties of the President in her absence and succeed to the office of the President if that office becomes vacant.

RECORDING SECRETARY - Shall be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and the Board of Directors. She shall keep a current roster of Chapter membership and perform such other duties as may be requested by the President or the Board of Directors.

TREASURER - Shall be custodian of all funds; be one of the three Officers authorized to countersign all checks; pay bills authorized by the Board of Directors; keep an itemized account of receipts and disbursements; present a written report at business meetings of the Chapter and the Board of Directors; and deliver audited records to her successor within thirty (30) days following the expiration of her term. She shall be a member of the Finance Committee.

DIRECTOR – Shall exercise general supervision and control over the business of the Chapter. Designate a depository for all Chapter funds and designate the third Officer authorized to countersign checks for withdrawal of funds from such depositories. Authorize payment of any indebtedness incurred on approved budget items. Adopt the annual budget of the Chapter. Fill by ballot any vacancies occurring on the Board of Directors with the exception of the President. Be authorized to create special committees. Shall present recommendations for action at regular Chapter meetings. Transact all other business of the Chapter not otherwise provided for.

STANDING COMMITTEES – Finance, Professional Development/Education, and Membership

SPECIAL COMMITTEES – Bylaws, Nominating, Scholarships, WIC Week, Ways & Means