

## **Officer Duties**

### **President**

(Term: May be one year or two years, depending on local bylaws)

If this is your first time to serve as President, here are a few suggestions to get you started:

- Obtain all pertinent files, notebooks and materials from the previous president.
- Check with other officers to be certain they have received all records from previous officers.
- Make a list of needed chairpersons and other appointments.
- Make a list of pending projects and current status.
- Obtain a copy of Roberts Rules of Order. Suggest the association purchase a copy and make it a part of the President's files.
- Call a meeting of the board of directors to help make decisions on direction and priorities. Recommend that you consider inviting the County Agent to these meetings.
- Confer with other leaders and advisors to get their input and support.

These are the duties and responsibilities of the President:

The President of the local association shall:

Preside at all Board Meetings and General Membership Meetings.

Preside over the operation of the Association, in accordance with bylaws and other policies in place.

Appoint all standing and special committees as required by the local bylaws. Committees may include:

(While your local association may not include all of these committees, descriptions are provided for your future planning and growth.)

- Audit Committee
- Awards Committee
- Communications Committee
- Finance Committee
- Fund Raising Committee
- Membership Committee
- Nominating Committee
- Program Committee

Fill other positions, as required, such as:

- Newsletter Editor
- Webmaster
- Volunteer Hours Coordinator
- State Advisory Council Representative (This representative should be elected by the general membership)
- Scrapbook/Historian

At the end of your term, pass on all records to your successor.

### **Vice-President**

(Term: May be one year or two years, depending on local bylaws)

If this is your first time as Vice President, here are some suggestions to help you get started:

- Check with previous Vice President for any records, files or materials pertinent to your office.
- Read Constitution and/or bylaws regarding your duties.
- Ask President for ideas on how you can be helpful.

These are the duties and responsibilities of the Vice-President:

The Vice President of the local association shall:

In the absence or inability of the President, perform the duties of the President.

Serve as Chairperson of the Program Committee (Details of this Committee are contained in a separate job description. In most organizations, the Vice President also serves as Program Committee Chair.)

Coordinate appropriate recognition of Outgoing President.  
Perform other duties as requested by the President.  
At the end of your term, pass on all records to your successor.

## **Secretary**

(Term: May be one year or two years, depending on local bylaws)

If this is your first time as Secretary, here are a few suggestions to get you started:

- Obtain all records, files and other pertinent materials from previous secretary. These files should include ALL previous minutes, both of the general meetings and the board meetings. If you experience difficulty in obtaining this information, please notify the President.
- Read and become familiar with the bylaws and other policies and procedures of the association.
- The duties and responsibilities of the Secretary are as follows:

The Secretary of the local association shall:

- Be the custodian and record keeper for the local association.
- Schedule meeting facility and notify Officers and Board Members of time, location and other pertinent information regarding Board meetings, or other "special called" meetings. The same procedure should be followed for the General Membership meetings.
- Record the proceedings of the meetings of the Board of Directors. (This is customarily done with the use of a recording device, to provide backup and clarification of the handwritten notes.) The same procedure should be followed for the General Membership meetings.
- The minutes of the Board Meetings as well as the General Membership Meetings are typed and sent to the members of the Board for comment or correction. Normally this is done by e-mail. Board minutes should include names of those present and those absent. Corrections are made as needed and the minutes are again sent out for comment. This process is repeated until there are no further corrections. (In some local associations, this may not be necessary.)

The completed minutes are then typed and printed out so that copies can be given to members, as required. Copies may also be given to the County Agent.

At the next meeting, the Secretary reads the minutes at the direction of the President, who will call for a motion to accept the minutes as read. Some local associations may prefer to print the minutes for each member. If so, the minutes can be approved or corrected without being read, if there is a motion, second and vote to that effect. The Secretary then puts a copy in the loose-leaf binder kept for this purpose. It thus becomes a part of the permanent record of the actions of the Board and the Association.

Possess a working knowledge of the Roberts Rules of Order and the By-laws. At times, when there is a lengthy discussion on a particular subject, there is a tendency to pass on to the next item of business before voting on the motion. If this happens, remind the President that there is a motion on the floor.

Keep and maintain all records of the local association, except those assigned to others by the President or the Board. These could include:

- The membership records maintained by the Chairperson of the Membership Committee.
- The Treasurer maintains all financial records, and will submit copies of all reports to the Secretary, for inclusion in the binder as a permanent record.

Handle any compiling of reports or general correspondence as directed by the President or the Board. If cards are sent to members or friends, log all names and dates.

Perform any other duties requested by the President or the Board of Directors.

Responsible for notifying the State Membership Chairperson of the names, addresses, phone numbers and e-mail addresses of new officers.

The Secretary, by designation of the Bylaws, is also a Board member, and as such, will participate in discussions at board meetings and also vote on matters that come up for consideration.

The Secretary may be assigned to serve on Committees, at the direction of the President or Board.

The Secretary is a vital element in the conduct of Board business and is expected to attend all of the meetings of the Board. Use of computer and Internet skills is very beneficial for the individual in this position.

When it is time to pass all records to your successor, ensure that they are accurate, neat and in chronological order.

### **Treasurer**

(Term: May be one year or two years, depending on local bylaws)

If this is your first time as Treasurer, here are some suggestions to help you get started:

- Verify that an audit has been completed before records are passed to you.
- Be certain you have received all records, files and materials pertinent to the office from the previous treasurer.
- Be certain all expenditures have been appropriately approved.
- Determine whose signature will be needed on checks. Also, determine how many signatures will be needed.
- Look at cash flow patterns from previous months. If it appears there is a surplus, ask group for permission to put surplus in an interest-bearing account or certificate of deposit.
- Have a receipt book for all dues and other income.

These are the duties and responsibilities of the Treasurer:

The Treasurer of the local association shall:

Be the custodian of all financial books, records and property of the local association.

Receive and disburse all funds and keep accurate records of all receipts and disbursements.

Collect membership dues (both local and state) and submit a check for the State membership dues for the local association to the State Treasurer along with a list of the members including name, address, phone number and e-mail address. (See State Dues Section) This list will then be forwarded to the State Membership Chairperson for inclusion in the State Member appropriate committee/program Committees.

Present a written, final financial report for the current year and a written proposed budget for the upcoming year, for approval by the Board and subsequently by the general membership.

Serve as custodian of the stars for the "Reach for the Stars" volunteer recognition program, if your association participates in the State Awards program. A description of this program is contained in a separate section of this handbook. Work with the individual responsible for compiling the volunteer hours to determine who is eligible for the stars and badges. The stars are ordered through the State Treasurer and are paid for by the local association. The gold and platinum badges are paid for by the State Association (AMGA) and are presented to individuals at the annual State Conference.

Make available to the Audit Committee, all records, books, and papers required to examine the accuracy of the books.

At the end of the term, prepare a list of all outstanding debts with names and addressees to present to the incoming Treasurer. Incoming Treasurer will notify the addressees where to send the bills and related correspondence.

Membership database. This database is used to prepare labels for State Newsletters as well as other correspondence. Any changes in members' addresses, phone numbers or e-mails should be forwarded to the State Membership Chairperson.

Present a financial report at EACH Board and General Membership Meeting.

Prepare and present a written budget for the coming year, based on inputs from