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## Officer Duties Ready-Reference

### President

- Presides over all chapter meetings
- Is able to work with people and encourage them to work for the chapter
- Possesses the ability to delegate effectively
- Is able to make impartial judgments
- Keeps members informed
- Conducts meetings using parliamentary procedure

### Vice President

- Presides at meetings and functions in the absence of the president
- Is well informed of the issues and skilled in handling the chapter's business
- Carries specific responsibility for program planning
- With the parliamentarian, is responsible for the arrangement of the meeting room
- Assists the president

### Secretary

- Keeps all chapter records for continuous reference to all that has happened
- Sets the agenda
- Advises the president on agenda matters during meetings
- Reads previous minutes and takes new minutes at every meeting
- Counts votes
- Takes care of chapter correspondence

### Treasurer

- Keeps the record of chapter funds
- Bills for annual dues
- Sends out membership records
- Pays all approved bills
- Maintains accurate records of income and expenses
- Prepares financial statements

### Reporter

- Gets news about the chapter before the public
- Is able or willing to learn to write news stories on chapter activities
- Prepares and distributes news releases to local media

### Parliamentarian

- Acts as the chapter authority and consultant to the president on procedural matters
- Has a working knowledge of parliamentary law and gives opinions based on it
- Calls attention to errors in procedure