

# OFFICERS

## The Leadership of the Organization



# **Elected Officers**



- 🧡 **President**
- 🧡 **Vice-President**
- 🧡 **Treasurer**
- 🧡 **Secretary**

# Duties of the Presiding Officer

- 🍌 Open the meeting at the appointed time
- 🍌 Announce the business to come before the assembly in proper sequence
- 🍌 State and put to vote all questions that legitimately come before the assembly

# **Duties of the Presiding Officer (Continued)**

- 🍌 Decide all questions of order
- 🍌 Respond to inquiries of members relating to parliamentary procedure or facts
- 🍌 Authenticate all acts or orders by signature
- 🍌 Declare the meeting adjourned

# Treasurer

- Entrusted with custody of funds
- Can only disburse funds by authority of the society
- Makes full financial report periodically or, at a minimum, at least annually



# Report of the Treasurer

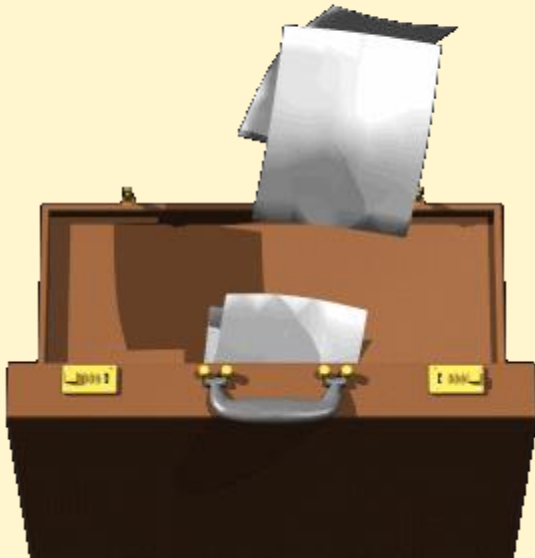
🧠 Treasurer's report should include:

- \$ Beginning balance
- \$ Receipts
- \$ Disbursements
- \$ Balance on hand

🧠 Report is *never* adopted or accepted



# The Auditor's Report



- The auditor's report is adopted or accepted
- A motion to adopt is in order or the chair may assume the motion by stating: "*The question is on the adoption of the auditor's report.*"

# The Secretary

- 🍌 Recording officer
- 🍌 Custodian of records
- 🍌 Essential officer, together with the presiding officer, to conduct a meeting





# Secretarial Duties

- 🍌 Keep a record of all proceedings (minutes)
- 🍌 Keep on file all committee reports
- 🍌 Keep the official membership roll
- 🍌 Make minutes and records available
- 🍌 Notify members of their election or appointment
- 🍌 Furnish delegates with credentials



# Secretarial Duties (Continued)



- Sign all certified copies of acts of the organization
- Maintain a record book containing all of the organization's rules and minutes
- Send members notice of each meeting
- Prepare an order of business prior to each meeting
- Call the meeting to order in the absence of the president and vice-president

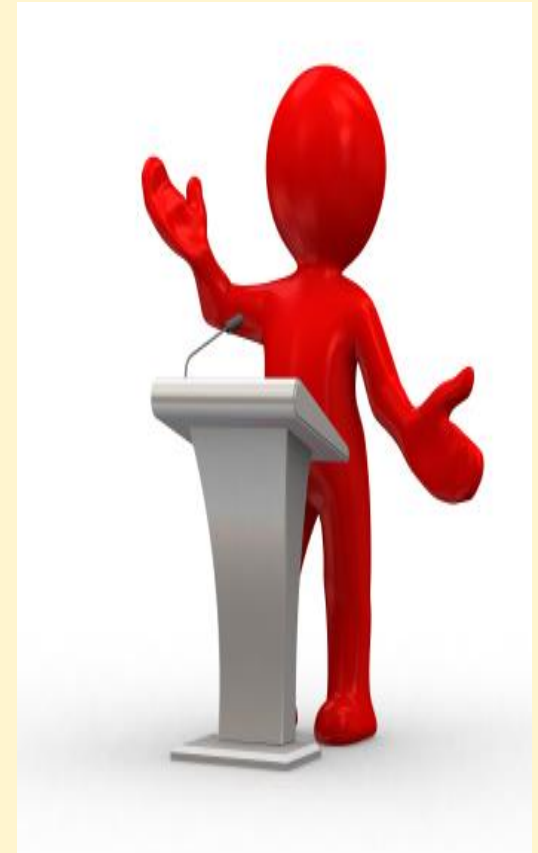


# **President-Elect**

- 🍌 **Must be expressly provided for in the bylaws**
- 🍌 **Is elected by members who never vote directly for the office of president**
- 🍌 **Serves one entire term in advance of assuming the office of president**
- 🍌 **Automatically succeeds to the presidency; this succession cannot be changed**
- 🍌 **Fills vacancy in the office of president or presides in the president's absence only if provided for in the bylaws**

# Additional Vice-Presidents

- 🧠 May be elected in an order of precedence; first, second, etc.
- 🧠 Succeed to next higher rank in the event of a vacancy (1<sup>st</sup> VP → Prez)
- 🧠 May have specific duties assigned in the bylaws



# Corresponding Secretary



- Usually in larger organizations
- Responsible for issuing notices of meetings and conducting general correspondence

# Directors

- 🧠 May also be referred to as trustees, regents, or managers
- 🧠 May be elected or appointed in accordance with the bylaws
- 🧠 Sit as members of the Executive Board
- 🧠 Perform duties as prescribed in the bylaws or as assigned by the President





# Historian

- 🍌 Prepare a narrative account of the organization's activities during his or her term of office
- 🍌 Report, when approved by the assembly, becomes a permanent part of the organization's official history



# Where Does the Parliamentarian Fit?

The parliamentarian is not actually an officer of the organization. Since the job of the parliamentarian is to advise the president about procedure, it is best that this person be selected by the president.





**T**ogether



**E**veryone

**A**chieves

**M**ore

