

## Duties of Officers<sup>01/09/2012</sup>

### President;

1. Overseer of all committees
2. Runs meetings
3. Tie-breaking vote
4. Investigates all applicants

### Vice-President;

1. Takes over when the President is unavailable

### Secretary;

1. Records minutes of each meeting
2. Will attend all meetings (provide a substitute if needed)
3. Takes care of news releases
4. Makes outside contacts
5. Submits, receives necessary permits and licenses

### Treasurer;

1. Handles all monies, bill payment
2. Presents bills and payments to club in monthly report
3. Amounts over \$100.00 dollars need approval prior to payment

### Trustee;

1. Trustee's will handle all matters concerning President
2. Oversees all business of club
3. Can investigate all applicants if requested to do so by President

### Chaplin;

1. Gives invocation at start of meetings
2. Will contact any members ill or whom has a death in family