



## Chapter Officer Duties

### President

- Creates a meeting agenda and leads the monthly business meeting
- Maintains a calendar of chapter activities
- Ensures the Chapter Support Benefits and Society rules are followed
- Enforces the actions of the chapter
- Chairs the Auditing Committee

### Vice President

- Presides over business meetings in the absence of the President
- Monitors and communicates progress toward earning incentives, such as the Bag of Cash Challenge
- Keeps a listing of chapter members
- Works to ensure social members remain current on their annual membership dues
- Participates as a member of the Auditing Committee

### Secretary

- Takes accurate minutes of business meetings and proceedings
- Distributes minutes to chapter members
- Assists chapter with all incoming and outgoing communications

### Treasurer

- Responsible for all funds of the chapter and receives funds from activities and projects of the chapter
- Promptly deposits all money belonging to the chapter and draws checks for disbursements authorized by the chapter
- Prepares and submits a monthly financial/chapter activity report
- Presents a report of all receipts, disbursements, and account balances to the members at each monthly business meeting

### Auditor

- Joins the President and Vice President on the Auditing Committee to audit all bills, funds, books, and reports of the treasurer
- Reports on the audit findings at the monthly business meeting