



Election of Officers

The election of officers should be held in November or December so installation can be conducted at the first meeting in January, or at a special function designated for the installation. Your Officers Report should be submitted to Home Office as soon as the election is completed, but no later than December 31st.

Be sure to elect a full slate of officers. Your slate should at least consist of the following:

- **President:** Leads each business meeting. Guides the actions of the chapter. Appoints all committees and other appointive officers.
- **Vice President:** Assists the president. Presides over meetings in the president's absence or when called upon to do so. Is a member of the Auditing Committee. Contacts and encourages inactive members to become active. Contacts members to remind them to renew before their membership lapses.
- **Secretary:** Keeps accurate minutes of the proceedings of the chapter.
- **Treasurer:** Has charge of all funds, prepares and submits a Monthly Activity Report to Home Office.
- **Auditor:** Is a member of the Auditing Committee to audit the funds of the chapter, reporting on such to the Home Office annually.

Things to keep in mind:

- The positions of Secretary and Treasurer can be held by the same member.
- The treasurer and president cannot be related by blood, marriage, or adoption.
- Both Benefit and Social members are eligible to serve as officers.

Additional offices to consider:

- **Chaplain:** Delivers prayers or other words of inspiration at each meeting.
- **Press Correspondent:** Reports news and advance publicity of special events and meetings conducted by the chapter to the media and Home Office.
- **Photographer:** Takes photos of chapter members in action during meetings, events, and social activities and submits along with details to Home Office.
- **Coordinator of Good Times:** Brings the fun and frivolity to meetings and projects.

If you have any questions regarding the election of officers, please contact the Chapter Development and Support Department at 800-521-9292.