

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. One copy of your Officers Report form should be submitted to the Home Office as soon as the election is completed, but no later than January 15.

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

- **President:** Presides at all meetings and chairs the Auditing Committee.
- **Vice President:** assists the president in performing the duties of the president's office. Presides over meetings in the president's absence or when called upon to do so. Is a member of the Auditing Committee.
- **Recording Secretary:** Keeps accurate minutes of the proceedings of the chapter.
- **Treasurer:** Has charge of all funds, prepares and submits a Monthly Treasurer's Report to the Home Office.
- **Auditor:** Joins the president and vice president on 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 Recording 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.
- **Webmaster:** Responsible for creating and maintaining your Woman's Life sanctioned chapter website/social media account.
- **Photographer:** Takes photos of chapter members in action during meetings, events, and social activities and submits along with details to the Home Office and chapter webmaster.
- **Coordinator of Good Times:** Brings fun and frivolity to meetings and projects.

If you have any questions regarding the election of officers, please contact Member Engagement at 810-214-3405.