

Officers and their Roles

Executive Council Positions

Executive Council members are elected for a two-year non-renewable term in the same position.

President	<ul style="list-style-type: none"> • chairs club meetings • delegates jobs to members (i.e. forming sub-committees to plan social events, sales, competitions, outings etc.) and ensures all are prepared for events and meetings • acquaints the membership with new initiatives • works with the secretary in preparing an agenda for all meetings • administers the scholarship • prepares club report for annual District Meeting and other events as required
Vice-President	<ul style="list-style-type: none"> • performs Presidential duties when called to do so by the President
Secretary	<ul style="list-style-type: none"> • records and maintains minutes of the monthly and annual meetings • conducts correspondence and keeps the President informed of all correspondence • maintains current rules of the club and makes them available to the membership as requested
Treasurer	<ul style="list-style-type: none"> • maintains financial records • provides a financial report at all executive and business meetings
Program Director	<ul style="list-style-type: none"> • plans and coordinates the programme for members by engaging speakers for meetings, and reminds speakers one to two weeks prior to event • arranges to have speaker introduced and thanked at close of presentation • assumes responsibility for all advertising and promotion of the club
Membership Liaison	<ul style="list-style-type: none"> • serves as the contact person for all club members and directs inquiries to the appropriate person • maintains an up-to-date list of members • organizes correspondence and callers regarding upcoming meetings and events

Vacancies to be filled in 2011 are Secretary and Treasurer.

Volunteer Positions

Volunteers are elected for a one year renewable term. They are not required to attend Executive Council meetings except when requested by the President.



Volunteers are vital to the smooth running of the club. **Please volunteer for one of these positions.**