

## **APPENDIX A**

### **Duties of Officers and Related Personnel**

#### **A. President**

1. Provide leadership for Delta Chapter, its officers, and committees.
2. Act as presiding officer at regular and called meetings.
3. Act as a member of State Executive Board and attend State Executive Board meetings.
4. Appoint a parliamentarian and recommend a treasurer, assistant treasurer and executive secretary for selection by the Executive Board.
5. Appoint standing and ad hoc committees.
6. Serve as ex-officio member, with a vote, of all committees except Nominations.
7. Fill by appointment all vacancies in office except the first vice-president.
8. Approve for payment all expense claims.
9. Approve final plans of all meetings.
10. Approve all publications (hard copy and electronic).
11. Represent the Society at meetings, conferences, and other events.
12. Increase the effectiveness of the Society in social, civic and professional circles.
13. Name an official representative for meetings she is unable to attend.
14. Take action, with the advice and approval of the Executive Committee, on matters which cannot be deferred until the next Executive Board meeting or meeting.
15. Send to State requested data and lists of committee chairs and chapter presidents.
16. Notify State of changes in state officers and committee chairs.
17. Report to State the names of members who may merit help from the Emergency Fund.
18. Attend the State Leadership Development Workshop, and other conferences and conventions..
19. Serve as the voting member of the State Executive Board and participate in its meetings at the Spring Convention.
20. Serve, ex-officio, with a vote, in the process of budget development and monitor all budgetary expenditures.
21. Perform such other duties as may become necessary.

#### **B. First Vice-President**

1. Shall automatically succeed to the presidency at the completion of the president's term or upon the death or resignation of the president.
2. Preside at regular and called meetings in the absence of the president.
3. Serve as Chair of the Educational Excellence Committee which will plan the programs for the meetings in conjunction with the president.
4. Serve on the Finance Committee as an ex-officio member with a vote.
5. Work with committee to make arrangements for meetings
6. Attend the State Leadership Development Workshop, and state conferences and conventions.
7. Perform such other duties as directed by the president or the executive board.

### **C. Second Vice-President**

1. Shall not automatically succeed to the office of First Vice-President.
2. Shall serve as the presiding officer in the absence of both the president and first vice-president.
3. In the event of the resignation or death of either the president or first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers.
4. Serve on the Finance Committee as an ex-officio member with a vote. .
5. Perform such other duties as directed by the president or the executive board.

### **D. Recording Secretary**

1. Record and sign minutes of each business meeting.
  - a. Record all motions verbatim with names of maker and seconder with the cogent discussion and resolution.
  - b. Include summary of treasurer's reports.
  - c. Summarize committee reports.
  - d. Summarize significant information.
2. Mail draft of minutes to the president within ten (10) days. Draft may be in postal or electronic form.
3. Mail reviewed minutes to president and newsletter editor, so members will receive them prior to the next meeting.
4. Shall carry on such correspondence as may be delegated to her by the president.

### **E. Treasurer ( recommended by the president, selected by the executive board)**

1. Perform all duties as outlined in the Constitution, Article VI, Section C.
2. Secure president's signature on all expense claims.
3. Serve as financial advisor to the president.
4. Order membership pins and other relevant materials.
5. Receive and deposit all checks from the person(s) from membership dues and all matters related to meetings.
6. Acknowledge the receipt of donations and gifts.

### **G. Parliamentarian (appointed by the president)**

1. Attend all meetings and resolve any parliamentary procedures using Roberts Rules of Order and the Constitution, By-Laws and Standing Rules of Alpha Kappa State and The Delta Kappa Gamma Society International.
2. Review the Bylaws/Standing Rules, recommend changes and clarify language.
3. It is desired that the appointed parliamentarian be a member of the Society. If a specially trained parliamentarian is needed, Alpha Kappa State may utilize the service of a non-member who has the desired skill.