



Duties of Elected and Appointed Officers

President:

Oversees the work of the section and serves as the liaison between the National Headquarters Office and the section.

Ensures that all policies, regulations, and procedures are followed.

Presides at all meetings of the membership and the executive committee.

Appoints non-elected officers and committee chairpersons.

Serves as an ex-officio member of all committees, except the nominating committee. Acts as the official representative of the section.

Prepares quarterly reports on the section's progress.

1st Vice President - Program:

Assumes the responsibilities of the President in her absence.

Develops and implements section programs and activities.

2nd Vice President - Membership:

Oversees membership recruitment, retention, and reclamation activities.

Coordinates with the National Member Services Office and the membership fulfillment agency to ensure prompt transmission of membership enrollment forms and payments.

Reconciles the quarterly section membership roster printout and sends changes and revisions to the membership fulfillment agency.

Notifies the NCNW National Member Services Office of changes of address, transfers, or

deaths. 3rd Vice President - Age Thirty-Nine or Under:

Encourages and recruits young women, aged thirty-five and under, to join the community-based section for growth and leadership opportunities.

Recording Secretary:

Maintains accurate minutes of all section meetings in a permanent record.

Keeps current official records and documents of the section.

Provides the seal and signature on official documents.

Corresponding Secretary:

Issues all calls or notices of meetings.

Writes letters as designated by the President or executive committee.

Financial Secretary:

- Sets up books to record cash receipts and disbursements.
- Receives and properly receipts all funds received by the section.
- Maintains financial records and prepares monthly reports.
- Assists in preparing the end-of-fiscal-year Internal Revenue Service Annual Section Reporting, as requested by the National Headquarters Office.
- Provides books, records, and all supporting documents for internal and external audits. Issues pre-numbered receipts for monies received.
- Accounts for and transfers all monies received to the Treasurer.
- Records all receipts and disbursements in the appropriate books of account.
- Prepares an annual fiscal year report, covering October 1st through September

30th. Treasurer:

- Receives and reconciles monthly bank statements.
- Deposits section funds in the bank immediately upon receipt from the Financial Secretary. Issues checks for payment upon proper documentation and approval.
- Co-signs, with the section President, all checks issued by the section.
- Provides documents for internal or external audits.
- Complies with federal and state reporting requirements of the Internal Revenue Service. Prepares a draft section budget for approval by the third section meeting.
- Safeguards and manages the section's financial assets.
- Supervises record-keeping, prepares financial statements, and files all tax returns and federal reports as required by the NCNW National Headquarters Office.

Parliamentarian:

- Ensures that section business is conducted according to the bylaws of the national organization. Uses Robert's Rules of Order as the authority for conducting meetings and addressing matters not covered by section bylaws.

Chaplain:

- Draws upon spiritual resources to enhance relationships and meaning in the work of NCNW.