

EWGA Duties and Responsibilities of the Officers of the Chapter Board As defined by the Chapter Bylaws

President

The President shall:

- Serve as presiding officer of the Board of Directors
- Set the agenda for meetings of the Board of Directors
- Appoint any special committees as deemed necessary by the Board of Directors
- Ensure Chapter is in compliance with all requirements of the Association Chapter Affiliation Agreement
- Serve as the liaison between the Chapter and Association Headquarters

Vice President

The Vice President shall:

- Take the place of the President in the event of the unavailability, incapacity, or death of the President
- Perform such other duties as may be prescribed by the Board of Directors or the President with the intention that the Vice President is preparing to serve as a future President of the Chapter
- Assist the President and Committees in implementing the Chapter business plan
- Work closely with the Leadership Chair to ensure a strong volunteer base and that a leadership succession plan is in place

Secretary

The Secretary shall:

- Have custody of, and maintain, all of the corporate records and the Chapter governance documents except the financial records
- Record and distribute the minutes of all meetings of the members and of the Board of Directors
- Send all notices of all meetings
- Be responsible for annual corporation filings with the state, as required
- Perform such other duties as may be prescribed by the Board of Directors or the President

Here's our timetable:

- ✓ Nomination form return deadline: July 31
- ✓ Ballot/slate of candidates sent to members: August 15
- ✓ Ballot/slate of candidates return deadline: August 29
- ✓ New Chapter officers installed: Year End Dinner and Annual Meeting (October)