

Steel on Ice
Officer Responsibilities
(taken from the Bylaws as ratified June 2010)

The **President** shall be the principal officer of the club; shall discharge all duties as may be prescribed by the Executive Committee and general membership; shall coordinate the committees of the organization, both standing and ad hoc; shall preside at all meetings of the members and Executive Committee; and shall be in charge of the business and programs of the club.

The **Vice President** shall preside in the absence of the President; may serve as membership chair; shall assume the office of president for the expired term in case of resignation of the President. *{Note, traditionally, the VP has volunteered to Chair the Youth Program.}*

The **Corresponding Secretary** shall send notices of meetings; shall notify officers, committees, and delegates of their election or appointment; and shall assume responsibility for other communications as have been ordered by the President or Executive Committee.

The **Financial Secretary** shall receive and record all monies paid by chapter members; shall receive and record all monies derived from fund raising activities; and shall submit financial reports and funds to the treasurer. *{Note, traditionally, the Financial Secy has volunteered to Chair the Membership Committee.}*

The **Recording Secretary** shall keep an accurate record of the minutes; shall keep a roll of membership and call roll when required; shall maintain records of minutes, bylaws, and other rules and policies on the organization; and shall, in the absence of the President and vice president, call the meeting to order and preside.

The **Treasurer** shall receive and record all monies paid by chapter members; shall receive and record all monies derived from fund raising activities; shall keep an accurate record of all disbursements; shall submit financial reports at meetings; shall keep accurate records of the chapter's bank statements and shall disburse funds as prescribed by the Executive Committee and the general membership.

Two (2) Reserve Officers may be elected to fill any vacancy, excluding the office of president, which may occur.