

Officer and Member Responsibilities

Responsibilities of a CLUB/DISTRICT PRESIDENT

The club/district president is a key position in the GFWC hierarchy. The president sets the tone and agenda for the club or district. A club's success relies on the success and competence of its leadership.

THE PRESIDENT...

- Presides at all meetings using a written agenda.
- Communicates promptly and effectively, ensuring that information flows properly to/from GFWC, state federation, district, committees and members.
- Possesses a basic knowledge of parliamentary procedure and employs it at meetings.
- Notifies the vice president, as early as possible, of an anticipated absence and passes along gavel, agenda, announcements and anything else that is needed for the meeting (eg. keys).
- Attends as many district, state, region and national meetings as possible and encourages other members to do the same.
- Establishes and maintains a relationship with district/state president.
- Ensures that job descriptions exist for all club/district officer positions and that they are shared with appropriate officers.
- Shares GFWC national and state materials with members, including programs and *GFWC Clubwoman* magazine.
- Leads her club in community activities.
- Represents her club faithfully in community organizations and meetings.
- Makes appointments wisely so that talents of members are used effectively in service.
- Follows the proper reporting guidelines and ensures that club/district reports and award entries meet criteria and deadlines.
- Distributes club/district news to the local media, state publications editor and the *GFWC Clubwoman* editor.
- Forwards club/district dues to district/state on time.
- Notifies the state of new club/district officers immediately following elections and in the event of any officer changes. (The state will, in turn, notify GFWC.)
- Reviews and takes advantage of the GFWC List of Available Materials
- Promotes membership by conducting regular member orientations using membership materials available from GFWC.
- Encourages members to subscribe to state publications and *GFWC Clubwoman* magazine.
- Manages any internal club/district conflict or member concerns in a timely, diplomatic and fair manner. Seeks assistance when needed from district, state or national leadership.

- Prepares a calendar and procedure book to give to successor along with the GFWC Club Manual. Reminds retiring officers and chairmen that their records should be forwarded to the new officers and chairmen immediately after the annual meeting.
- Performs all other duties as specified in the club/district bylaws.

Responsibilities of a CLUB/DISTRICT VICE-PRESIDENT

The Vice-President holds an important position. She must be able to perform all the duties of the President in her absence or inability to serve. The vice-president assumes the office of the president for the unexpired term in the event of illness, resignation or death of a president, unless the club/district bylaws state differently.

THE VICE-PRESIDENT...

- Presides at all official meetings when the President is absent or when the president leaves the chair to discuss a motion, and does not relinquish it until after the question has been put to a vote. (If there is more than one Vice-President then they shall perform the duties of the President in order of their rank.)
- Assists the president with club administration, program promotion, membership, etc.
- Possesses a basic knowledge of parliamentary procedure.
- Prepares a calendar and procedure book for her successor.
- Performs all other duties as specified in the club/district bylaws.

RESPONSIBILITIES OF A CLUB/DISTRICT RECORDING SECRETARY

The Recording Secretary is the eyes and ears of the club/district. Her position is vital for insuring that all club activities and decisions are properly recorded and preserved for club/district history.

THE RECORDING SECRETARY...

- Records the minutes of all club meetings.
- Adheres to the following rules concerning minutes (see also "Preparation of Minutes"):
 - Minutes should be typed and signed by the secretary (never using "Respectfully Submitted")
 - Minutes should be brief, omitting descriptions, recording what was done, not what was said, and reported in the order in which the business was presented at the meeting
 - In writing motions into the minutes, specify:
 - Final wording of all main motions (with any amendments incorporated) and any motion to

reconsider; also whether each was adopted, lost, or temporarily disposed of; generally, motions withdrawn are not recorded

- All notices of motions
- All points of order and appeals, noting whether sustained or lost, and giving the chair's reasons for the ruling
- The name of the maker of important motions, but not of the seconder
- Notes bylaws, amendments or revisions accurately with dates of the adoption noted.
- Ensures that minutes—a permanent record of the club—are preserved in an organized and readable form.
- Calls the meeting to order and presides over meeting when the president and vice president are absent until a chairman pro-term is elected.
- Performs all other duties as specified in the club/district bylaws.

Responsibilities of a CLUB CORRESPONDING SECRETARY

The corresponding secretary is in charge of the general correspondence of the club, that is, correspondence not related to the work assigned to another officer or committee. Many clubs/districts have both a recording secretary and a corresponding secretary. However, these two positions may be combined into one.

THE CORRESPONDING SECRETARY...

- Writes clearly and concisely so as to reflect the wishes of the club/district.
- Mails correspondence promptly.
- Maintains copies on file of all correspondence.
- Passes files on to successor.
- Performs all other duties as specified in club/district bylaws.

Responsibilities of a CLUB/DISTRICT TREASURER

The Treasurer holds a very important position. This person is responsible for the club/district's financial activities. She must be meticulous and honest. The Treasurer should be bonded and should not serve more than one consecutive term of office.

THE TREASURER...

- Receives, records and deposits all funds.
- Pays bills for authorized, budgeted expenditures.
- Prepares and furnishes financial reports, as required by the Board and club.
- Prepares for audits and necessary tax reports.
- Maintains up-to-date records.
- Balances records/accounts.
- Performs all other duties as specified in club/district bylaws.

Responsibilities of a CLUB/DISTRICT CHAIRMAN

Chairmen make GFWC programs work. They are the key to GFWC's grassroots activism.

THE CHAIRMAN...

- Studies program materials and takes advantage of tools and materials available from GFWC and/or program resources to effectively implement successful program(s).
- Works closely with president, dean of departments and members of committee on promoting and implementing programs of work.
- Organizes and coordinates work of committee.
- Reads the state publications and *GFWC Clubwoman* magazine for program updates.
- Attends district, state and GFWC meetings and encourages other members to do likewise.
- Promotes club program(s) to potential members, media, etc.
- Establishes and maintains communication with corresponding district, state or national chairman.
- Performs all other duties as specified in the club/district bylaws.

Responsibilities of a COMMITTEE

Committees are vital - they enable clubs/districts to carry on a number of activities at the same time. Clubs may have as many or as few committees as they like. Bylaws should determine how committees are created. The officer who appoints the committee members also appoints the committee chairman and fills any vacancies. If a committee chairman has not been appointed, the first member named to the committee calls the committee together and acts as chairman until the committee meets and elects a chairman.

In small committees, the chairman usually keeps whatever notes are necessary, but, in large special and standing committees, a secretary may be elected or appointed by the chairman. A committee may transact business only when a quorum (a majority of members) is present.

TYPES OF COMMITTEES...

- A *standing committee* is a permanent committee that continues from year to year with changing personnel. If the president appoints the committee, committee members leave office automatically with the retiring president.
- A *special committee* is appointed to do a specific task. It ceases to exist when its work is completed, that is, on presentation of its final report, unless it is discharged sooner.
- An *investigative committee* is comprised of members on both sides of a question or controversy that it is trying to answer/resolve.