

**Montgomery Senior Citizens**  
**Duties of Officers and Committees**

**Executive Committee:**

**A. President**

1. Presides over all meetings when present
2. Appoints the chairmen of all Standing Committees and Special Committees
3. Shall be a member ex-officio of all committees except the Nominating Committee
4. Appoints a committee to review and/or revise or amend the By-Laws every three years
5. Approves all expenditures and fund disbursements
6. Collaborates with Treasurer on providing insurance for the organization
7. Collaborates with Treasurer on payment of annual incorporation fee
8. Leads Executive Committee on establishing the membership dues for the year.
9. Leads Executive Committee in final decision of membership eligibility
10. Represents the organization for civic and private functions
11. Solicits grants and donation from public and private sources
12. Serves for a two-year term or until a successor is elected
13. Assumes office upon installation at the December meeting

**B. Vice-President**

1. Presides over general meetings when President is unavailable
2. Assumes the position of President if the President can no longer serve
3. Chairs or co-chair the Program Committee
4. Assembles, sets agenda and presides over planning meetings