

5. Appoints two members to the Nominating Committee along with other members of the Executive Committee
6. Serves for a two-year term or until a successor is elected
7. Assumes office upon installation at the December meeting

C. Secretary

1. Documents proceedings of general meetings
2. Submits minutes of general meetings to the President on a monthly basis
3. Appoints two members to the Nominating Committee along with other members of the Executive Committee
4. Publishes monthly newsletter with input from other officers and committee chairs
5. Serves for a two-year term or until a successor is elected
6. Assumes office upon installation at the December meeting

D. Treasurer

1. Receives dues from the Membership Committee.
2. Accounts for the receipts and disbursements, for all funds budgeted by the Program Committee and for the special checking account
3. Submit Treasurer's Report to the President on a monthly basis
4. Collaborates with the President on providing insurance for the organization
5. Collaborates with the President on payment of annual incorporation fee
6. Reviews and reconciles credit card and bank statements
7. Appoints two members to the Nominating Committee along with other members of the Executive Committee
8. Serves for a two-year term or until a successor is elected
9. Assumes office upon installation at the December meeting